

# Complaint Form

## To submit your complaint:

1. Save As and open form in Adobe Acrobat
2. Complete the form, review and save
3. Attach and email to: [CITOfficeoftheChiefExecutive@cit.edu.au](mailto:CITOfficeoftheChiefExecutive@cit.edu.au)

### PART A: APPLICANT INFORMATION

Name:	<input type="text"/>	Date:	<input type="text"/>
Name of the section of CIT your complaint concerns (CIT location), if applicable and known:	<input type="text"/>		
Your relationship to CIT:	<input type="text"/>	Your CIT ID number: CIT	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Contact number:	<input type="text"/>	Alternative contact number:	<input type="text"/>
Street Address:	<input type="text"/>		
Suburb:	<input type="text"/>	State:	<input type="text"/>
		Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Email:	<input type="text"/>		

### PART B: INFORMATION ABOUT YOUR COMPLAINT

If your complaint is about a particular person or persons, please identify the person, their position and how they relate to you.

Name of person/s:	<input type="text"/>		
Position:	<input type="text"/>	Relationship to you:	<input type="text"/>
What is the nature of your complaint?:	<input type="text"/>		

Please briefly state your allegation(s), the alleged 'wrong doing' only. Some examples are provided.

1. *I have been subjected to harassment by my teacher, Fred Jones over the last six months on several occasions.*
2. *I was not provided with the assessment requirements for my course in a timely manner.*
3. *My teacher Julia White consistently turns up late for class and is disorganised and unprepared.*

#### ALLEGATION(S)

**PART B: INFORMATION ABOUT YOUR COMPLAINT – *continued***

Please provide specific details of the events that occurred, in chronological order, and name the person(s) your complaint concerns. If your complaint relates to a specific incident (or incidents) it is useful to provide approximate dates, times and records of what was said (as far as you can recall). Please attach additional information as required.

Date:  What happened:

Have there been any witnesses to any of the events? If so, please list their name and contact number.

Name:  Contact number:

Name:  Contact number:

Name:  Contact number:

Name:  Contact number:

**PART B: INFORMATION ABOUT YOUR COMPLAINT – *continued***

Has this happened before?  Yes  No If yes, please provide details of the previous incidents:

Have you told anyone at CIT (for example, your teacher or College Director) about your complaint either informally or formally?  Yes  No

If yes, who have you told about your complaint and what action (if any) have they taken?

Is there any other information you would like to include?

I declare that the information I have provided to the best of my knowledge is true and correct.  
I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice below.

Name:

Date:

The personal information on this form is being collected under the principles of *The Information Privacy Act 2014 (ACT)* to enable CIT to process your Complaint.

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***\*There is no cost to have your complaint addressed.***