

Capital College

CRICOS No: 03537J RTO No: 41593

Students who wish to submit a complaint or appeal can do so by completing this form. Outline the reasons for the complaint / appeal and attach any supporting evidence. A full version of the Complaints and Appeals Policy and Procedure and support when completing this form can be obtained from the College's website and sent to info@capital.edu.au.

Please indicate whether you are lodging a: Complaint Appeal

Name: Date:

Course:

Provide an explanation of the reasons why you are complaining/ appealing. (please provide as much detail as possible including staff/ students involved, places, timings, assessment / course details and other relevant details if appropriate).

Note: Please attach all supporting evidence and submit this form to the Australian Capital College via email to info@capital.edu.au

Signed: