



Information for students

Before lodging a formal complaint, please ensure that you have followed Stage 1 of the Grievances and Complaints Process available in the Grievances, Complaints and Appeals Handling Policy in the forms and policies tab on our website at www.college.adelaide.edu.au

Student details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	Gender	<input type="checkbox"/> M	<input type="checkbox"/> F	<input type="checkbox"/> Unspecified
Family name				First name(s)			
Date of birth (dd/mm/yyyy)				Student ID			
Mobile				Other home or business phone			
Email							
Full address							
Suburb				State			
Postcode				Country			

Complaint details

Course				
Subject (if applicable)			Intake (if applicable)	
Reason for Complaint:				

Supporting Evidence (including evidence of attempts to resolve the complaint such as emails, examples, dates, times, etc):

Outcome sought:

Student signature

Date (dd/mm/yyyy)

Forward completed form and supporting documentation to college@adelaide.edu.au

OFFICE USE ONLY

Received by

Form received date (dd/mm/yyyy)

Processed by

Form processed date (dd/mm/yyyy)

The University of Adelaide College understands and respects that privacy is important to you. We collect personal information about you so that we can provide you with the services you have requested. We may also use your information to improve our products and services and offer you our, or our partners' or suppliers', products and services which may be relevant to you. We may disclose personal information about

you in accordance with our Privacy Policy (available at www.college.adelaide.edu.au), including to your education agent and the Australian government. Our privacy policy contains information about how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer (privacy@kaplan.edu.au) for more information.

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