Complaint Form

Please complete this form if you would like to submit a complaint.

\**Required Information*

## Personal Information

\*First Name: \*Surname: Preferred Name:

## Contact Information

\*Email:

\*Phone Number:

Postal Address:

## \*What best describes you?

I am a current student/apprentice/trainee

I am an Employer - Please provide business name:

Other - Please describe:

## \*First Steps

Have you discussed your concerns with a TasTAFE staff member?

No

Yes *– if yes, who was it, when, and what happened?*

|  |
| --- |
| *Provide details here…* |

## \*Please provide details of your complaint:

|  |
| --- |
| *Provide details here…* |

## \*What would you like to see happen to resolve this complaint?

|  |
| --- |
| *Provide details here…* |

## Support

If you are a current TasTAFE student, you have free access to support throughout the complaints process from one of our [specialist support staff](https://www.tastafe.tas.edu.au/students/support). Would you like one of these staff to contact you?

**If yes - please note that a copy of your complaint will be forwarded to the specialist support staff member.**

Yes

No

Are there any access or language supports you would find helpful during the complaints process?

Yes

No

If yes, please provide details…

**Once completed this form can be:**

**Emailed to:** [feedback@tafe.tas.edu.au](mailto:feedback@tafe.tas.edu.au).

**Posted to:** Attn: Student Experience, 54A Alanvale Road Launceston, Tasmania Australia 7250.

**In person:** Drop off at TasTAFE Client Services.