



Complaint Lodgement Form

Please read Pollard English Complaint and Appeal Policy and Procedure for details via www.pollardenglish.edu.au.

Student Details			
Student Name		Student ID	
Course Name			
Contact Details in Australia			
Address			
Phone/Mobile No.		Email	
Details of Complaint (if more space is required, please use the back of this form).			
Student Declaration: I hereby declare that all the information and documents provided are true and genuine.			
Student's Signature:		Date:	
For Office Use Only			
Received by:		Date:	
Actioned by:		Date:	
Action Taken by the Course Coordinator or his representative.			
Details of action(s):			
Signature:		Date:	
Was the student notified of the outcome by letter or email?	Yes	No	
Have the documents been filed in the student's admin folder?	Yes	No	
Actioned and filed by		Date:	
Student Acknowledgement (to be completed when student receives the complaint outcome).			
<p>I confirm that I have received the complaint result and that I agree with the outcome.</p> <p>I confirm that I have received the complaint result. I DON'T agree with the outcome. I will not continue to pursue this issue.</p> <p>I confirm that I have received the complaint result. I don't agree with the outcome. I will pursue further to have the matter resolved.</p>			
Student's Signature:	_____	Date:	_____