



Informal Complaint Form

for student wanting to lodge an informal complaint

Please use BLOCK LETTERS to fill out the form.

This form will only be accepted after Student's ID has been verified.

- This form is to be used in accordance with the SIBT Complaints and Appeals Policy.
- To lodge an informal complaint, please submit the below completed form to: sibt.complaints@sibt.nsw.edu.au.

1. Student Details

Student ID number (if applicable)

Daytime contact phone number

Title

Family name

Given name(s)

Current Program (if applicable)

2. Details of Informal Complaint

Name of person or service area you spoke with:

Date this occurred (dd / mm / yyyy)

Details of discussion (attach documents if space below not enough):

If you have not spoken with anyone, please provide a reason (attach documents if space below not enough):

3. Declaration

- I am making this complaint in good faith and the information that I have provided is a truthful and honest account, to my knowledge.
- I have read and understood the [Student Complaints and Appeals Policy](#) and other relevant [policies](#).

Student's Signature

Date (dd / mm / yyyy)

I am the parent/guardian signing on behalf of an under 18 student

Parent/Guardian's Name

Parent/Guardian Signature