

# Complaints & Appeals Form

## Purpose

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This form is used by students to lodge a formal complaint or appeal regarding any matter they perceive as offensive, unfair, discriminatory, or detrimental to their training experience at TDT Training Australia. It supports compliance with **Outcome Standard 2.7 (Feedback, Complaints and Appeals)**.

## Instructions for Students

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1. Complete all required fields honestly and accurately.
2. Provide a detailed description of the complaint or appeal and attach relevant evidence.
3. Sign and date the declaration.
4. Submit the form to the Student Support Officer or via: [info@tdt.edu.au](mailto:info@tdt.edu.au).
5. You will receive a written acknowledgement within 5 business days, and the matter will be resolved per TDTs policy.

<b>Student Details</b>	
<b>Name:</b>	Click or tap here to enter text.
<b>Student ID:</b>	Click or tap here to enter text.
<b>Course:</b>	Click or tap here to enter text.
<b>Reason for or Nature of Complaint</b>	Click or tap here to enter text.
<b>Your Complaints Details</b>  (Please provide as much details as possible)	Click or tap here to enter text.  <i>Note: Attach any supporting documents with this form as applicable</i>
<b>Student Declaration &amp; Signature</b>	
All the information I have provided in this form is true and accurate. I also understand that this complaint will be dealt with according to TDT Training Australia relevant Codes of Conducts, policies and procedures.	
<b>Sign:</b>	<b>Date:</b> Click or tap to enter a date.

ADMIN use only:

Matter Referred to	<input type="checkbox"/> CEO	<input type="checkbox"/> Course Coordinator
	<input type="checkbox"/> Academic manager	<input type="checkbox"/> Appeals Committee
Comments of the Person Receiving the Form and Suggested Action	Click or tap here to enter text.	Click or tap here to enter text.
<b>Signature</b>		<b>Date:</b> Click or tap to enter a date.



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