



# Complaint/Appeal Form

## Complaints and Appeal Steps

1. Complete this form describing in detail your complaint/ appeal and submit this to Envirotech student registrar (office 21, or via email: [students@envirotech.edu.au](mailto:students@envirotech.edu.au))
2. Please be aware that Envirotech will maintain your enrolment while the complaint/ appeal is in progress.
3. Once Envirotech has evaluated and assessed your complaints, you will receive a written letter including the findings and reasons behind Envirotech decision (the Approval or Non- Approval of your complaint/ Appeal)

## Student Details:

Fill in student details

Student ID:			
Student name:	Date:		
Phone:	Mobile:		
Address:	Post Code:		
DOB:	Email:		

Describe the nature of the complaint or appeal:

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Describe efforts made to resolve the issue:

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### Envirotech Education

ABN: 83133701578, CAN:133701578, RTO ID: 31871, CRICOS Provider Code: 03094J Envirotech Education Pty Ltd.  
Gold Coast Campus: 66 Goodwin Terrace, Burleigh Heads, QLD 4220  
Byron Bay Campus: 33 Childe St, Belongil Beach, Byron Bay, NSW 2481



## Student Declaration:

I confirm the above information is true and correct.

Student signature:		Date:	
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For office use only

Detail action taken:

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Improvement Request (IR) Raised: <input type="checkbox"/> Yes <input type="checkbox"/> No			
IR Raised by:		Date IR Raised:	
Signed:		Date:	
IR Received by the Chief Executive Officer <input type="checkbox"/> Yes <input type="checkbox"/> No		Allocated IR No:	
Signature of the CEO:		Date:	

For office use only

**DECISION**

Received by: .....			
Complaint number:		Date:	
Signed:			
Dispute heard by	[person/panel]		
Signature:		Date:	

**Envirotech Education**

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