

*Instructions: Students, who wish to lodge Suggestions or Complaints, please fill this form and hand it to Student Services Officer or email to [info@hti.edu.au](mailto:info@hti.edu.au)*

Personal Details	Student Name
	Student Id
	Course Name <span style="float: right;">Batch No</span>
Suggestion <input type="checkbox"/>	Is this related to Academic? <input type="checkbox"/> Yes <input type="checkbox"/> No
Complaint <input type="checkbox"/>	Is this related to Academic? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Details of the Suggestion(s) / Complaints**

(Attach any supporting documents if relevant)

**Student signature:**
**Date:**
**Office Use Only**

Received by:

Received Date:

Submit this filled form to Coordinator/RTO Manager if the suggestion or complaint is related to Academic or Student Administration Officer for all other matters.

**Remarks of Coordinator/ RTO Manager (for Academic suggestions or complaints) or  
Student Support Officer (for all other suggestions or complaints)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Remarks of CEO**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Is the outcome communicated to the student?**       Yes       No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_