

205-FM-MEGA Student Complaint, Grievance and Concern Form

Relevant Standards SRTOs 2015: 1.3(b), 1.7, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 The National Code 2018: Standard 6, 10, 3.3.7, 6.1.6, 7.5.2, 10.1, 10.2, 10.3, 10.4	Linked Documents Student Complaints and Appeals Policy and Procedure Anti-discrimination and Bullying Policy Access and Equity Policy Student Handbook
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This form to be used to lodge an official complaint, grievance and any concern about a matter which the student has found to be offensive, discriminatory or derogatory in any aspect of their student life at MEGA.

Student ID	
Student Name	
Course/Group	

Reason for or Nature of Complaint		
Complaint, grievance and concern Details <i>(Please provide as much details as possible)</i> Note: Attach any supporting documents with this form as applicable.		
Student Declaration and Signature	<i>All the information I have provided in this form is true and accurate. I also understand that this complaint or concern will be dealt with according to MEGA's relevant complaint handling policies and procedures.</i>	
		Date:

For under 18 years old student only:

Name of Guardian or Parent		
Signature of Guardian or Parent		Date:

For OFFICE use only

Matter Referred to MEGA Management	☐ CEO	☐ Academic Manager
	☐ Admissions Manager	☐ Appeals Committee
Comments and suggested remedial action to be implemented		
Name of MEGA Staff		
Signature of MEGA Staff		Date: