

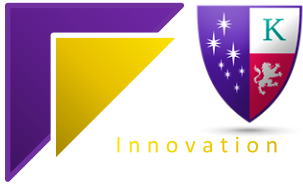
## COMPLAINTS FORM

<b>PLAINTIFF NAME:</b>	<b>STUDENT ID: (If any)</b>
<b>COURSE: (If any)</b>	<b>INTAKE: (If any)</b>
<b>DATE:</b>	<b>SIGNATURE:</b>
<b>EMAIL:</b>	

<input style="width: 100%; height: 40px;" type="checkbox"/>	I wish to remain anonymous. I simply want to provide this information for management of Kingston International College to address and take necessary action/s. I understand the Kingston International College may not be able to update me with outcome/s of the complaint if I choose to remain anonymous.
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### 1. SELECT ONE (1) OR MORE BOXES BELOW AND PROVIDE DETAILS OF YOUR COMPLAINT:

<input style="width: 100%; height: 40px;" type="checkbox"/>	<b>1.1</b> I wish to complaint about misbehaviour / racism / discriminations / bullying from another student: <hr/> <hr/> <hr/>
<input style="width: 100%; height: 40px;" type="checkbox"/>	<b>1.2</b> I wish to complaint about the inappropriate behaviour from a Kingston International College staff member: <hr/> <hr/> <hr/>
<input style="width: 100%; height: 40px;" type="checkbox"/>	<b>1.3</b> I wish to complaint about the college facilities / internet connection / toilets / chairs / tables / et cetera: <hr/> <hr/> <hr/>
<input style="width: 100%; height: 40px;" type="checkbox"/>	<b>1.4</b> I wish to complaint about the lack of training resources / materials / equipment / facilities: <hr/> <hr/> <hr/>
<input style="width: 100%; height: 40px;" type="checkbox"/>	<b>1.5</b> Other <i>(Please provide details)</i> : <hr/> <hr/> <hr/>



**2. MANAGEMENT USE ONLY:**

**2.1** What actions are to be taken to address / resolve this complaint?

**2.2** Have the action/s proposed in clause 2.1 been implemented and closed, inclusive of notification to the plaintiff to notify them of the outcome of the complaint if the latter is not anonymous?

YES

or

NO

**2.3** Has this complaint been entered on the complaint register and a copy of the complaint form saved in the student's logbook on wisenet or respective KIC Staff folder?

YES

or

NO

**2.4** Academic Manager's or Principal Executive Officer's name and signature: *(With date of decision)*

Name & Signature

Complaint is closed on date: