

Student Complaint Internal Review

This form can be used to request a review of the outcome of your written complaint. Please take this form to the Student Success Hub on Level 3, or email it to:

REW: rewstudent.services@rmit.edu.au

The relevant Director or Executive Director at RMIT Training will review your request and will respond via your RMIT student email account. Please check this regularly.

Family Name:		Date:
Given Name:		
Student Number:		Class:

Please choose the reason for requesting a review of the outcome of your written complaint:

- there has been a mistake in RMIT Training's procedures
- there is new information about the situation (attach evidence)
- there is a good reason why the outcome of the written complaint was not acceptable
- Other: _____

Please write a detailed description of your reason for requesting a review of the outcome of your written complaint, and attach any evidence to support your request:

For Office use only:

Date & time received:

Received by:

[Large empty rectangular box for content]

For Office use only:

Actioned by:

Action:

.....

.....