

Student Complaint Form

FAMILY NAME	
GIVEN NAMES	
STUDENT ID NO	
ADDRESS	
PHONE NUMBERS	
PROGRAMME	

I wish to make a formal written complaint to NCBT Management.

Please state the nature of your complaint including dates, times and other people involved (you may complete this on another page if required and staple it the complaint form).
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- I understand this will be treated confidentiality under requirements of the Privacy Act.
- I understand I have the opportunity to choose a person to act as advocate on my behalf and that I will get a fair and honest hearing.
- I understand that if this issue is not resolved through this process I can take further action outside of this organisation.
- Your case will be heard using the Student Complaint Procedures available on the noticeboard or available from any of training staff or management team.

You may appeal to the International Education Appeal Authority if you believe you have not been fairly treated by NCBT. The IEAA address is:

International Education Appeal Authority
PO Box 1666
Ministry of Education
Wellington

Signed	Date