

# STUDENT COMPLAINTS FORM

## DISCLAIMER

1. Students are advised to refer to the Student Complaints and Appeals Policy and Procedure before the lodgment of this form.
2. This form should be completed by the student **with all the required details** and submitted via email to: Complaints or in person at Level 4, 108 Lonsdale Street, Melbourne.

## STUDENT DETAILS

Student Name:
Student Number: <b>S</b>
Mobile Number:
Email Address:

## COURSE AND UNIT CODE

Course	Unit Code
<input type="checkbox"/> Bachelor of Business (Accounting)	
<input type="checkbox"/> Bachelor of Business (Management)	
<input type="checkbox"/> Bachelor of Business (Marketing)	
<input type="checkbox"/> Graduate Certificate of Business	
<input type="checkbox"/> Graduate Diploma of Business	
<input type="checkbox"/> Master of Business	
<input type="checkbox"/> Master of Business Administration	
<input type="checkbox"/> Graduate Diploma of Information Systems	
<input type="checkbox"/> Master of Management Information Systems	



TICK THE BOX RELATED TO YOUR COMPLAINT:

- Assessment
- Teaching and Learning
- Other Academic
- Resources and Facilities
- Course Deferral/Suspension/Withdrawal
- Other: .....

Describe the nature of the complaint. Ensure you attach any relevant evidence to this paperwork.


Student Signature: .....

Date: .....

This form aligns with the BPP Institute's Student Complaints and Appeals Policy and Procedure. Please refer to the policy and/or procedure on the BPP Institute's website [BPP Institute](#) for more information.

### **Privacy Statement**

BPP Institute collects personal information about you to enrol you into your chosen course(s) or program(s) of study. You must supply us with current and accurate details to process your enrolment. We may also collect and use your information to improve our products and services. BPP Institute will ensure that your personal information is always stored securely and will not be traded improperly. Any disclosure of your data and personal information will be made in strict adherence to BPP Institute's privacy and personal information policy and the Privacy and Data Protection Act 2014 (VIC). Please contact our student services if you have any concerns or make a privacy complaint at [Student Services](#)