



## Complaints Form

If you have any concerns or complaints, you can direct them to Student Support. For administrative purposes we advise you to direct all issues of concern by completing this form and emailing it to the General Manager of Professional IQ College (please refer to the contact details in this Handbook). You will be contacted in response.

### Personal Details

Student Name

Contact Number

Email Address

Date

### Course Details

Course Name

Assessor Name

### Reason for Complaint

I declare that the information in this complaint is true and correct.

Signature

Date

### Action by Professional IQ

Date	
Name	
Position	
Signature	