Confidential Form

Use this form to record a formal complaint. WelTec provide different levels of support to help with problems or concerns. We can encourage you to discuss matters with those directly involved. Please only complete this form if you would like to escalate your issue to commence a formal procedure.

Return to:
complaints@weltec.ac.nz or **Mail to:** Academic Director's Office - Academic Services & Policy Private Bag 39803, Lower Hutt 5045

0800 935 832 www.weltec.ac.nz

1 PERSONAL INFORMATION

Legal Surname or Family Name(s)

Legal First or Given Name(s)

Street Address

Postcode

Programme/Course enrolled on

Home Phone ( )

Mobile ( )

Email

WelTec Student ID

2 YOUR COMPLAINT

Please refer to the Guidelines for Complaints/Feedback in your Programme Handbook when considering a complaint. Describe the incident, problem or issue. How did it impact on you and/or other students? Were there any witnesses? (If you need more space, attach additional pages to this form).

Student Signature

Date

If there is more than one complainant, please provide all name(s) with signature(s) to show your agreement

Name(s)

Signature(s)