



Advanced Education Australia Pty Ltd (AEA)
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Grievance Form

FORM TO BE USED FOR:

- ✓ General Complaints

Processing time is 20 working days from the date of receipt.

Important Instructions:

- Any complaints must be made in writing, using this form.
- Before your form will be considered, you must complete all the sections below and attach documents (if any) relevant to your grievance. If you change your address during the period, please contact us to ensure your address details are updated for future correspondence.

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Checklist

- I have indicated the grounds for complaints and addressed these in my submission.
- I have attached copies of all my supporting documentation.

| Personal Details | | | |
|------------------|----------------------|---|-------------------------------------|
| Surname: | | Date of birth: dd/mm/yyyy | |
| First name: | | Gender: M <input type="checkbox"/> F <input type="checkbox"/> | Student ID No: <input type="text"/> |
| Mobile No: | | Email: | <input type="text"/> |
| Address: | <input type="text"/> | | |
| Post code: | <input type="text"/> | State: | <input type="text"/> |
| Course: | <input type="text"/> | | |

Details of Complaint:

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Supporting Documentation Attached

Student Declaration



- I declare the information provided in this application is accurate and
- I have read and understood the information regarding the complaints & appeals process of AEA

| Student Name | Student Signature | Date: |
|---|--------------------------|--------------|
| OFFICE USE ONLY | | |
| Outcome : <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved | | |
| Comments: (if applicable) _____ _____ | | |
| Processed by: _____ | | |
| Signature: _____ Date: _____ | | |