NOTE: Students are encouraged to solve any complaint directly through discussion in the first instance. If this does not provide the solution to the problem, then the formal complaints procedure is to be followed. Please refer to “Student Complaint Policy” in the student Handbook.

I request the institute to address the following issue:

☐ Academic  ☐ Financial  ☐ Personal  ☐ Procedural  ☐ Other _____________________________________

Location of Issue (If appropriate): ____________________________________________________________________________

(Date & Time): ____________________________________________________________________________________________

Briefly describe the issue:
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

(Attach separate sheet if required)

**Student Declaration**

✓ I declare that the information given is true and accurate to the best of my knowledge and I have not willfully suppressed any information.

✓ I understand that if there are any changes to the information provided by me in this form, I would notify Frontier Leadership immediately and in the event that I fail to do so, I will be liable for any additional costs incurred.

Student signature ___________________________________  Date __________________________________________

**Office Use Only**

Complaint received by:

Staff Name: _______________________________  Signature: _______________________________

Date: ____________________________________