

# Complaint Form

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

**Return to:**

**Email:** [complaints@wandw.ac.nz](mailto:complaints@wandw.ac.nz)

**Postal:** Complaints Coordinator, Private Bag 39803, Lower Hutt 5045

☎ 0800 944 847

🌐 [www.whitireia.ac.nz](http://www.whitireia.ac.nz)

☎ 0800 935 832

🌐 [www.weltec.ac.nz](http://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

Student ID

## 2 YOUR COMPLAINT

Please refer to A5 - P3 Student Concerns and Complaints Procedures and 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)