# Compliments, Complaints & Appeals

Please use Microsoft Word to fill in this form

## Student details

|  |
| --- |
| Name:        |
| Student Number:       |

## Appeal against being found “Not-Yet-Competent”:

|  |
| --- |
| Assessment Item Number:       |
| Assessor:       |

## Details of the compliment or complaint

 (Please attach supporting documents if relevant)

I acknowledge that I have read the information about compliments, complaints and appeals in the BIA Student Handbook (also made available on the BIA website), and that I understand the appeal will be dealt with in accordance with that procedure.

Student Name/Signature:       Date:

*Please forward the completed form via any of the below methods*

Post: Bookkeeping Institute of Australia Pty Ltd

5/1407 Logan Road,

Mt. Gravatt Central, Qld, 4122

or

Email: studentadmin@biau.com.au

Fax: 07 3020 3823

Note that this compliment, complaint or appeal will be forwarded to the Principal in the first instance.

In the event that the compliment, complaint or appeal involves the Principal the form will be passed to one of the BIA Advisors for action