# Complaint Form

Whitireia NEW ZEALAND

WelTec Te Whare Wānanga o te Awakairangi

Use this form to record a formal complaint. WelTec and Whitireia 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@weltec.ac.nz
**Postal:** Complaints Coordinator, 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**

**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)**