



Complaints Form


Use this form to record a formal complaint. We encourage you to discuss any concerns with those directly involved before making a formal complaint.



Please return your form via email to:

 complaints@wandw.ac.nz

 0800 944 847
0800 935 832

 www.whitireia.ac.nz
www.weltec.ac.nz

1 PERSONAL DETAILS

First or Given Name(s)

Surname or Family Name

Email

Telephone

Preferred method of contact Email Phone

For a student complaint please state institution, programme and ID:

Institute Whitireia Community Polytechnic Ltd

Wellington Institute of Technology Ltd

Programme Title

Student ID

2 YOUR COMPLAINT

Please describe the incident, problem or issue and how it has impacted you and/or other people/students. Please note any witnesses or evidence that you have. What outcome would you like? (If you need more space, attach additional pages to this form). For student complaints, please refer to A5-P3 Student Concerns and Complaints Procedures.

Student's Signature (Type name if completing digitally)

Date

If there is more than one complainant, please provide all name(s) with signature(s) to show your agreement.

Name(s)

Signature(s)