

Tauira Complaint / Grievance Form

Background Information

Tauira should always attempt to resolve problems or disputes informally by approaching the staff member / individual and discussing the issue / problem / concern before lodging a formal complaint.

If tauira feel uncomfortable about discussing the issue directly with the person involved, or is not satisfied with the response, then they are entitled to lodge a formal written complaint with the CEO of the PTE by using this Complaint / Grievance Form.

NB If a complaint includes allegations against another individual you need to be aware that this person will be provided with a copy of all relevant documentation, including a copy of this completed Tauira Complaint / Grievance Form.

Complete this form and send it to the CEO in an envelope marked 'Tauira Complaint Confidential'.

Tauira Details:

Tauira Name: _____ Tauira ID: _____

Course: _____

Address: _____

Details of the Complaint

Describe your complaint / grievance.

What steps have you already taken to resolve the problem / issue / situation?

How could this problem / issue / situation now be resolved?

What are your desired outcomes for this problem / issue?

The following supporting information / evidence is attached and includes:

Signed by the Tauria _____ Date: _____