



AUSTRALIAN INSTITUTE of INTERNATIONAL UNDERSTANDING (AllU) COMPLAINTS POLICY: Overview

Should any party have a complaint about a product, service or process facilitated by AllU and/or any affiliated organisation, that party is encouraged to contact AllU.

AllU will respond to any concern communicated to us as follows:

- We commit that assessment of the complaint or appeal will take place within 10 working days and that we will finalise the outcome as soon as practicable.
- We assure that the party is given an opportunity to formally present his or her case at minimal or no cost and be accompanied and assisted by a support person at any relevant meetings.
- We assure that the assessment of the complaint or appeal will be conducted in a professional, fair and transparent manner.
- We commit to provide the party with a written statement of the outcome of the internal appeal, including detailed reasons for the outcome; and
- We maintain written records, including the complaint or appeal, and a statement of the outcome and reasons for the outcome.
- We advise the party that they may contact the relevant state/territory registration authority if the exchange student or parent/carer is concerned about our conduct with the requirements under regulations; and
- We will ensure that our process described does not hinder a party from exercising his/her rights to other legal remedies.
- We provide all parties with the contact details for the relevant registration authority.
- We will provide a process for the exchange student to lodge a formal complaint or appeal if a matter cannot be resolved informally
- We will ensure that the exchange student is given an opportunity to formally present their case in writing at minimal or no cost, and be accompanied and assisted by a support person at any relevant meetings
- We will explain the internal review process to the student and their parent/carer.

The state registration authority listed below has the responsibility for the registration or approval, and quality assurance, of schools and organisations, such as AllU who are providing secondary student exchange programs in the respective state or territory:

TAFE International WA (TIWA)
Department of Training and Workforce Development
1 Prospect Place, West Perth, WA 6005
Ph: (+618) 9218 2100

NB: There are equivalent local authorities in all jurisdictions AllU's Partner Organisations.



REVIEW OF POLICY

This policy will be reviewed:

- Annually
- After any incident pertaining to this policy
- As part of continuous improvement

Policy last reviewed	February 2026
Approved by	General Manager
Consultation/Noting	AIU Management Team
Next scheduled review date	February 2027