

COMPLAINTS FORM



The complaints form formally records the lodgement of a complaint and to which you attach and supporting documentation.

COMPLAINT DETAILS

Name of Complainant/parent or guardian (if applicable):

Flat/Unit Number:

Street Number:

Street Name:

Suburb:

State:

Postcode:

Contact telephone number:

Date:

/ /

Email address:

Course/program enrolled in:

Detail description of complaint:

Supporting evidence provided?

Yes

No

Complainant Signature:

Complainant received by (name):

Date:

Complaint to be managed by (name):

Date:

Complaint finalised by (name):

Date:

Complaint to external/independent review (name):

Date:
