COMPLAINTS AND APPEALS FORM

To make a complaint or an appeal fill out this form, attach any supporting evidence and hand it to the RTO Manager. They will follow the procedure outlined in the RTO Operating Manual. This form and any supporting evidence or correspondence will be filed on the students file.

Student Name:  
Address:  
Telephone:  Date of Incident:  
Course:  Type of Incident: Complaint ☐ Appeal ☐  
Describe the nature of the complaint/appeal:  

Describe any efforts made to resolve the issue:  

Student Signature:  Date:  

For Office Use Only  
Detailed Action Taken:  

Complainant informed in writing:  ☐ Yes  ☐ No  
Noted in Continuous Improvement Register:  ☐ Yes  ☐ No  
Raised at RTO Meeting Date:  
Signed:  Date:  