



INDIVIDUAL'S NAME:	
COURSE:	
PARTICIPANT'S ADDRESS: Street:	
Town/Suburb: Postcode	
CONTACT PHONE NOS:	Home: Work: Mobile:
COMPLAINT APPEAL	Please complete Part A or Part B as appropriate
PART A - COMPLAINT Describe the nature of the complaint/grievance that you have. Please give as much detail as you can. If you need more space, attach more paper to this form.	
Were there any witnesses to the situation: YES NO If yes, please provide their personal and contact details if known. If there is more than one witness, please attach a list with their details on a separate page.	
NAME OF WITNESS:	
ADDRESS: Street:	
Town/Suburb: Postcode	
CONTACT PHONE NOS:	Home: Work: Mobile:



<p>PART B - APPEAL Describe the grounds for your appeal. Please give as much detail as you can. If you need more space, attach more paper to this form.</p>	
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<p>Please sign the following agreement</p>	<p>I, (full name)</p> <p>of (address)</p> <p>have provided the information on this form honestly and truthfully. After exhausting informal processes, I remain dissatisfied with the situation I have described above.</p> <p>Date:</p> <p>(Signature)</p>
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<p>PART C – OFFICE USE ONLY</p>	<p>Date Complaint/Appeal Received:</p> <p>Complaint Received By: (name)</p> <p>Position:</p>
<p>Outcome:</p>	
<p>Complainant/Parties Notified: YES NO</p>	
<p>CEO</p>	<p>Signature:</p> <p>Date:</p>