

Complaints and Appeals Form

The following is a cover sheet to support your complaint/ appeal. It is to outline your complaint / appeal and you are to attach any supporting documentation.

Please indicate what your grievance is (tick the appropriate box below):

Complaint

Initial notification of your dissatisfaction or an issue that has occurred

Appeal

Application to have the outcome of a complaint reviewed due to dissatisfaction with the process that has been followed in dealing with the initial complaint or to have an assessment decision reviewed.

Date of submission:		
Name of Complainant:		
<p>Detailed Description Of Complaint / Appeal: <i>(Include an outline of your complaint/appeal with details of dates and people involved)</i></p> <p>What action have you taken to try and resolve this complaint / appeal?</p>		
I hereby declare that the information provided on this form is true and correct.	Signature:	
	Date:	

RTO Section:

RTO Personnel who received this document in the first instance:	Title:	
	Name:	
	Signature:	
	Date:	
RTO Manager to complete:	Date received:	
	Name:	
	Signature:	