

<b>Complaints and Appeals</b>		
<b>Client/Student Name:</b>		
<b>Address:</b>		
<b>Telephone:</b>	<b>Mobile:</b>	<b>Email:</b>

<p><b>What do you wish to complain/appeal about:</b></p> <p>This complaint is regarding:</p> <p><input type="checkbox"/> My qualification/course/unit of study    <input type="checkbox"/> Assessment    <input type="checkbox"/> My trainer(s)</p> <p><input type="checkbox"/> Learning environment    <input type="checkbox"/> ACET's practices, policies and/or procedures</p> <p><input type="checkbox"/> Other (please specify) _____</p>
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Please provide details of your complaint/appeal and indicate what action you would like Australasian College of Education and Training to take to rectify this situation. If necessary, attach extra pages of information. All information that you supply will be dealt with in strict confidence.


**Client/Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Office Use Only</b>		
Date Received:	Received By:	
<b>Action Taken:</b>		
<b>Reasons:</b>		
<b>Signed (Principal):</b>	Signed (Assessor):	Date: