

Complaints and Appeals Form

To make a complaint or an appeal fill out this form, attach any supporting evidence and hand it to AWFTC staff for forwarding to Management. AWFTC will follow the formal complaints and appeals procedures outlined in the AWFTC policy documents. The completed form, any supporting evidence or correspondence and the outcome of the investigation will be forwarded to the person submitting the form.

Student Name:	Student ID Number:
Address:	
Telephone:	Date of Incident:
Course:	Type of Incident: Complaint <input type="checkbox"/> Appeal <input type="checkbox"/>
Please describe the complaint or appeal and the desired outcome sought:	
Student Signature:	Date:

For Office Use Only

Management Investigation Outcome:	
Complainant informed in writing: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Recorded in Complaints and Appeals Register: <input type="checkbox"/> Yes <input type="checkbox"/> No	Raised at RTO Meeting Date:
Signed:	Date: