

# Complaints and appeals form

To make a complaint or an appeal please fill out this form. All complaints and appeals will be responded to in 10 working days. No complaint or appeal will be pre-judged.

Student Name:	Student ID Number:
Address:	
Telephone:	Date of Incident:
Course:	Type of Incident: Complaint <input type="checkbox"/> Appeal <input type="checkbox"/>
<b>Describe the nature of the complaint/appeal (attach any supporting evidence):</b>	
<b>Describe any efforts made to resolve the issue:</b>	
Student Signature:	Date:

**FOR OFFICE USE ONLY**

Detailed action taken:	
Complainant informed in writing: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Noted in Continuous Improvement Register: <input type="checkbox"/> Yes <input type="checkbox"/> No	Raised at RTO meeting date:
Signed:	Date:

*Please return the form to the trainer or email/send to:*

*\* Attention Compliance Manager*

*Field*

*Level 1, 969 Burke Road  
Camberwell VICTORIA 3124*

*or email [info@field.org.au](mailto:info@field.org.au)*