



Catholic Regional College Institute Of Training
RTO 22427

Catholic Regional College Institute of Training Registration No. 22427

Department	Vocational Education & Training	Quality #	
Quality Controlled Document Title	Complaints and Appeals Form	Date	April 2019
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Student Complaints & Appeals Form

Instructions to Applicant

- (1) Complete this form and submit to the RTO Manager or Year Level Coordinator as soon as possible.
- (2) Clearly state the nature of your complaint and, if appropriate, indicate what evidence you have to support your claim.
- (3) All complaints will be treated seriously and you may be required to discuss the complaint with senior members of staff.
- (4) You will be formally notified of the outcome of your complaint.

Surname		Given Names		Student ID	
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Describe your complaint / appeal

What action have you taken to try and resolve this complaint / appeal?

Do you have a suggested remedy to the problem?

I hereby declare that the information provided on this form is true and correct.

Student's Signature..... Date...../...../.....

RTO Manager's Signature.....

Date...../...../.....