



## Complaint Form

To make a complaint fill out this form and hand it, along with copies of any supporting evidence and hand it to a BLI Director or an Staff Administrator. They will follow the procedure outlined in the *RTO Policy\_Complaint Management*. This form and any supporting evidence or correspondence will be filed in your complaint file.

<b>Complainant name:</b>	<b>Student ID:</b>
<b>Address:</b>	
<b>Telephone:</b>	<b>Mobile:</b>
<b>Email:</b>	
<b>Date of complaint:</b>	<b>Today's date:</b>
<b>Course name:</b>	
<b>Describe the nature of the complaint:</b>	
<b>Describe any efforts made to resolve the complaint:</b>	
<b>Complainant Signature:</b>	
<b>Date:</b>	

### OFFICE USE

<b>Received by:</b>	_____
	Name
<b>Date of receipt:</b>	

