

Complaints and Appeals 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 Complaints and Appeals Policy*. This form and any supporting evidence or correspondence will be filed in your complaint file.

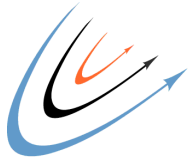
Name:	Student ID:
Address:	
Telephone:	Mobile:
Email:	
Date of complaint or appeal:	Today's date:
Course name:	
Details of the complaint or appeal:	
Details of evidence of this complaint or appeal:	
If you have tried to resolve this before please provide details including any evidence provided:	
What outcome would like to see as a result of this lodgement:	



Signature:
Date:

OFFICE USE

Received by:	<hr/>
	Name
Date of receipt:	



Details of action taken:	
Complaint or Appeal handed to:	_____
	Name of BLI Staff :
Complainant contacted and/or written to?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Date:
Noted in Continuous improvement register?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Date:
Raised at Company Meeting?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Date: