

---

## Complaint and appeal notification form

Complete this form and forward to either the Manager Quality and Accreditation or Manager Qantas College

**Course code** .....

**Course name** .....

**Family name** .....

**Given names** .....

**Staff Number (if applicable)** .....

**Address** .....

**Contact phone numbers** ..... **Mobile** .....

**Associated Business or Segment** .....

**Complaint**                       **General Appeal**                       **Assessment Appeal**

**Please state the nature of your complaint or appeal including dates, times and other people involved (attach sheet if more space is required)**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Participant signature ..... Date .....

Facilitator or Training Manager ..... Date .....

*(If you have already consulted with either of these persons, please ask them to sign this form)*