

## Student Complaint/Appeals Form (stage one)

Please describe the nature of your complaint in the area provided. This is classed as stage one of our student complaint/appeal procedures. You will be contacted for follow-up and discussion within three working days of the director receiving your written complaint/appeal for follow up and discussion

Please return to: Chad White, Director – Forsythes Tra	ining
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Email: <u>cwhite@forsythes.com.au</u>

**Fax:** 02 49 220 122

Date:

## **CLIENT CONTACT INFORMATION**

Client Name:	
Company:	
Email:	
Phone:	

## DETAILS OF COMPLAINT/APPEAL

## **OFFICE USE ONLY**

Log #:	Date:		
Entered into complaint/appeal register			
Forward to:			
Action:			

Forsythes Student complaint form Current March 2016 V2