

<b>Complaints or Appeals</b>		
<b>Client/Student Name:</b>		
<b>Address:</b>		
<b>Telephone:</b>	<b>Mobile:</b>	<b>Email:</b>

<b>College Location/Department/Course/Staff Member</b> (You wish to complain about):

Please provide details of your complaint and indicate what action you would like Australian College of Trade (ACOT) to take, to rectify this situation. If necessary, attach extra pages of information. Your complaint will be referred to the CEO of ACOT for resolution, and you will be advised of the outcome and reasons for the decision. All information that you supply will be dealt with in strict confidence.


**Client/Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Office Use Only</b>		
Date Received:	Received By:	
<b>Action Taken:</b>		
<b>Reasons:</b>		
<b>Signed (CEO):</b>	Signed (Assessor):	Date: