



St. Mary's Catholic College (RTO Number: 30362)

COMPLAINTS AND APPEALS FORM

Please submit completed form to:

St Marys Catholic College, 53 Anderson Rd, Woree. QLD, 4868

smw.office@cns.catholic.edu.au

Section 1: Details of the Complainant/Appellant

<i>Name:</i>			
<i>Year level:</i>			
<i>Phone:</i>	Mobile:	Home:	
<i>Email Address:</i>			
<i>Date:</i>			
<i>Provide details of your relationship to the RTO (eg student, parent, industry, employer, etc)</i>			

Section 2: Complaint/Appeal Details

<i>Type of Complaint/Appeal:</i>	Verbal	Written	Electronic
<i>Details of Complaint/Appeal: (Attach copy – if written or electronic)</i>			
<i>What outcome do you seek?</i>			
<i>Have you raised this issue previously?</i>			
Yes	<i>When and with whom?</i>		
	<i>What was the result?</i>		
No	<i>Why not?</i>		

Details of any further action required:

Resolution Date:

Recorded into secure Register of Complaints and Appeals

Yes No

Register Number:

CEO Notified:

Yes No

RTO Staff Member
Name:

<i>Signature:</i>	<i>Date:</i>