

# Train n Trade

ABN: 56 160 476 844

ACN: 160 476 844



## Complaints Form

By filing in this form, you will be lodging a formal complaint.

This form serves to begin the complaints process and must be lodged to the Student Services on [info@tnt.edu.au](mailto:info@tnt.edu.au).

We value your feedback and hope to be able to resolve your complaint as soon as possible.

You will receive a confirmation receipt within 7 working days.

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Please detail your concern in full, giving as much detail as possible.

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**Signature:** \_\_\_\_\_

**WE WILL BE IN CONTACT WITHIN 7 DAYS, THANK YOU.**

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## OFFICE USE ONLY

Received by: \_\_\_\_\_

Complaints Number Issued: \_\_\_\_\_

Date: \_\_\_\_\_

Given to DOS: \_\_\_\_\_

Action Taken (meetings, investigation, interviews and formal hearings). Attach all documentation

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Record of decision and any further recommendations for action (improvement, corrective or preventive actions)

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Date issued: \_\_\_\_\_ Follow up date: \_\_\_\_\_

Specify improvement possible based on complaint: \_\_\_\_\_