

COMPLAINTS AND APPEALS FORM

This form is to be used to lodge formal complaints and appeals with Accrete. Please provide as much information as possible to ensure that we are able to investigate the situation for you. If you are unsure of any of the details, please leave blank.

About you – please provide details about yourself	
Full Name	
Date of Birth	
Address	
Phone number	
Email	
About your course – please provide details about the course you are / were enrolled in	
Course name	
Facilitator	
Course commencement date	
About your complaint/appeal – please provide details about the complaint/appeal as possible	
Nature of contact	<input type="checkbox"/> Complaint <input type="checkbox"/> Appeal
Date of event which lead to the complaint	
Complaint/Appeal details <i>If any third party is mentioned in the complaint or appeal please specify their name.</i> <i>Please attach extra paper where required</i>	
Attachments	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature	Date:

Complete this form, sign and email to aleahy@accrete.net.au or mail to:

Accrete, Unit 3 / 17 Gardens Hill Crescent, The Gardens NT 0820

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