



# Connect 'n' Grow<sup>®</sup>

REDESIGNING EDUCATIONAL PATHWAYS

RTO 40518

## COMPLAINTS FORM

Please complete this form to lodge a formal complaint.

We value your feedback and aim to resolve your complaint as soon as possible.

### Contact Details

<b>Name:</b>		<b>School/Company:</b>	
<b>Address:</b>			
<b>Phone:</b>		<b>Email:</b>	

### Details of Complaint

(please include as much detail as possible/required)

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<b>Complainant Signature:</b>	
<b>Date:</b>	

Please complete the form and email to: [admin@connectngrow.edu.au](mailto:admin@connectngrow.edu.au)

**OFFICE USE ONLY**

<b>Date Received:</b>		<b>Complaint Record ID:</b>	
<b>Accepted By:</b>		<b>Position:</b>	
<b>Action Taken:</b>			
<b>Resolution:</b>			
<b>Complainant has been notified of receipt?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Complainant has been sent a written statement of actions taken?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Complaint has been added to the Complaints Register?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Complaint was referred to a third party for resolution?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Date complaint was resolved:</b>			
<b>GM Signature:</b>		<b>Date:</b>	