

COMPLAINTS AND APPEALS FORM

Suite 201, Level 2, 9 Bay Street, Southport QLD 4215 1800 367 732 | www.gcinstitute.qld.edu.au | RTO 40623

Student Name		Stud	Student ID	
Address				
Phone		Email		
Date of incident				
Type of incident	•	☐ Assessment Appeal☐ External Appeal		
Details				
The expected resolu	tion date will be fifteen (15) worl	king days from the date of lodgement unless otherwi	se agreed by both parties.	
Cturdout diameture		Data		
Student signature _		Date	·	
RTO USE ONLY				
Complaint/Appea	by the student was	☐ Successful ☐ Unsu	uccessful	
	n writing and record plopeals Log updated		No No	
RTO Representativ	ve			
Position		Date		



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To be completed by RTO if taken to this level:				
Name of Arbitrating Body				
Name of Arbitrating Body Representative				
Contact details				
Comments				
External Complaint/Appeal by the student was	☐ Successful ☐ Unsuccessful			
Student notified in writing and record placed in student's f	ile □ Yes □ No			
Complaints and Appeals Log updated	□ Yes □ No			
RTO Representative				
Position	Date			