

## **TIC – Controlled Forms**

## **F41 - Complaints and Appeals**

TIC actively encourages you to submit your concerns, comments, or ideas.

If possible, discuss your concern or suggestion in the first instance with those directly responsible – your teacher or the Director Studies.

If you are not satisfied the answer or how you have been treated then complete this form and forward to either Administration Manager or Director of Studies, Footscray Campus

The Administration Manager will contact you within five (5) working days of receiving this form to advise you of the action proposed to address your concern or suggestion.

Confidentiality will be maintained at all times.

I am a (please circle)	STUDENT	S	TAFF MEMBER
My comments relate to:			
Course/Subject (if applicable Client Comments:	)		
		(fu	rther space on back of this form)
If your comment is a complete following information MUS			ual member or staff ALL the ments will be considered.
Your Details: (Please Print	t)		
First Name:	Famil	y Name:	
Contact Address:			
Telephone No: BH:	C	THER:	
Client Signature:			_ Date:
Would you like a reply? (F	Please circle) YI	ES	NO

Issue Date: 01/11/2023 Review Date 01/11/2025 Owner: CEO RTO – 46097 CRICOS – 04199C



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ent Comments (Contd):			
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For office use only:			
Date Received:			
Form Actioned By:			
Date:			
Outcome:			