

## Complaint Form

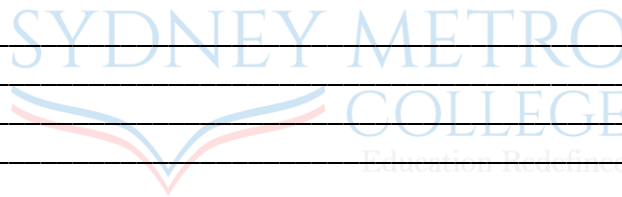
*This form is to be used by any party who wishes to make a formal complaint to Sydney Metro College in writing.*

<b>Name:</b>
<b>Phone:</b>
<b>Date:</b>

### Details of Complaint. Tick where applicable.

- |  |   |                                     |                                    |                                    |
|--|---|-------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Training        | <input type="checkbox"/> Assessment       | <input type="checkbox"/> Facilities | <input type="checkbox"/> Resources | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Student Service | <input type="checkbox"/> Training Service | <input type="checkbox"/> Treatment  | <input type="checkbox"/> System    | <input type="checkbox"/> Agent     |

### Details of Complaint:



RTO NO: 41204; CRICOS CODE: 03427D

### What action or response would you like to be done to resolve the complaint?

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**Details of Actions Taken to resolve Complaint (To be completed by Sydney Metro College).**

**Staff Person Name:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Detail the response or actions Sydney Metro College has taken to resolve the complaint.**

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\_\_\_\_\_



RTO NO: 41204; CRICOS CODE: 03427D

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**SMC Representative:**

\_\_\_\_\_

**(Signature)**

**Date:**

\_\_\_\_\_

Office use only			
<b>Application Received By</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Action Taken By</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>



RTO NO: 41204; CRICOS CODE: 03427D