

# Form

Complaint (Delete if not applicable)		Grievance (Delete if not applicable)	
<b>Name</b>			
<b>Student Number</b>		<b>Date</b>	
<b>Address</b>			
<b>Postcode</b>		<b>Contact telephone Number</b>	
<b>Details:</b> (Include Date, Time, Location)			
<b>Any other persons involved:</b>	Yes	No	<b>Who:</b> (Name, Contact details)
<b>Were there any people injured?</b>	Yes	No	<b>If Yes:</b> Please describe-
<b>Was their any property damage?</b>	Yes	No	<b>If Yes:</b> Please describe-
<b>Were there any witnesses</b>	Yes	No	<b>If Yes:</b> Names and contact details
What action do you propose for the RTO to take that would be acceptable to you to resolve the issue?			
(If no mutually acceptable action can be agreed to resolve the complaint write 'No Agreement')			
<b>Complainant</b> (Signature)		<b>Authorised Officer</b> (Signature)	
<b>RTO Representative</b> (Signature)		<b>Position</b>	
<b>Date</b>		<b>Date</b>	