

## About This Form

This form should be used to make a formal complaint or appeal about any aspect of the services provided to you by Contempo College or about Contempo College's staff, another learner or a third-party providing services on our behalf. You may also use this form to dispute an assessment decision (assessment appeal).

Please include as much information as possible about your complaint or appeal as this will assist us to resolve your complaint or appeal more efficiently.

## Your Details

Name:	
Student ID:	
Address:	
Email address:	
Phone:	

## Complaint or Appeal Details

*Please describe your complaint or appeal, including as much information as possible including relevant dates and persons involved. **Attach any supporting evidence and reference them in your description.***

*What would you like the outcome of this complaint or appeal to be?*

*Include any other comments:*

## Declaration

I declare that the information provided by me is to the best of my knowledge accurate and truthful and can be used to investigate the complaint or appeal.

Signature:	
Date:	

Please submit this form to our office or via email to the PEO: [peo@contempocollege.edu.au](mailto:peo@contempocollege.edu.au)

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		Page 1 of 2

## Revision History

Version	Creation/ Revision Date	Comment	Created/ Revised By
1.3	Oct 2022	Complaints and Appeal Form approved	CEO
1.4	16 Jul 2023	Review and minor updates	PEO
2.0	16 Jul 2024	Added a row for student ID in student detail section, format review	PEO