

COMPLAINTS, APPEALS and GRIEVANCES FORM

Instructions: Please ensure ALL of the boxes below are completed and submitted to: training@excels.com.au. Please ensure all relevant supporting documentation is attached.

| LEARNER DETAILS | |
|-----------------|--|
| Full Name | |
| Contact No. | |
| Email | |

| PROGRAM DETAILS | |
|-----------------|--|
| Course Code | |
| Course Name | |
| Location | |
| Start Date | |

| AREA OF COMPLAINT |
|-------------------|
| |

| DETAILS OF COMPLAINT <i>(Please detail all relevant information below)</i> |
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| |

| <i>I have read and understand the terms and conditions as outlined in Excel Training's Complaints, Appeals and Grievances Policy</i> | | | |
|---|--|------|--|
| Name <i>(please print)</i> | | | |
| Signature | | Date | |