



Complaints Form

Note: This form is to be used by any party who wishes to make a formal complaint to Unique International College in writing.

Person Making Complaint:

Course:

Address:

Postcode Ph / Mobile.....

Details of Complaint
(Complete wherever applicable. If not applicable write 'N/A')

Date:Time: Location:

Persons Involved (Other than the person notifying):

Details of Complaint
(If the complaint relates to an event, please detail it step-by-step)

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.....

Were there any injuries, or damage to property? (Circle) Yes No

(If 'Yes') Can you describe the injuries or damage?

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.....

Were there any witnesses? (Circle) Yes..... No

(If yes) Names:

Other relevant information

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.....

What, if any, particular response or action does the person making the Complaint seek or expect?

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.....

What action is proposed by UIC and would be acceptable to the participant to resolve the complaint?

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.....

(If no mutually acceptable action to resolve the complaint can be agreed upon write 'No Agreement')

The above Statement of Details is a fair and accurate record of our interview.

Complainant.....
(Signature)

UIC RTO Representative:
(Signature)

Date:.....

The above action proposed to resolve the complaint is approved.

Authorised Officer:
(Signature)

Position:

Date:

Please return this form to the Compliance Officer who is responsible for the timely resolution of this complaint.