

Your Details	
Date:	_____ / _____ / _____
Name of Person Completing this Form:	
Contact Phone Number:	
Address:	
Email Address:	
Please indicate which of the following applies:	<input type="checkbox"/> Prospective Student <input type="checkbox"/> Current Student <input type="checkbox"/> Past Student <input type="checkbox"/> Workplace or Employer <input type="checkbox"/> Partner Organisation <input type="checkbox"/> Other (please specify): _____
Please indicate which type of lodgment:	<input type="checkbox"/> Complaint <input type="checkbox"/> Appeal
Date issue occurred:	_____ / _____ / _____
Please outline the reasons for your complaint or appeal:	          <i>NB: You can attach supporting information to this form.</i>
Do you have any suggestions about how to resolve this issue?	
Are there any Competitive Solutions Australia Pty Ltd. staff members who may need to be involved in this investigation?	

<b>If your lodgment relates to an appeal, please list the unit and/or task outcome you are appealing:</b>			
<b>Is there any other information you would like us to know?</b>			
<b>Signed:</b>		<b>Date:</b>	____/____/____
<b>Printed Name:</b>			

**Please return the completed form to:**  
**Competitive Solutions Australia Pty Ltd.**  
 Attention: Melinda Deith (Operations Manager)  
 Unit 2, 476 Canterbury Road  
 Forest Hill VIC 3131

<b>OFFICE USE ONLY</b> <i>(Full details can be found in the Complaints and Appeals Register)</i>	
<b>Date Received:</b>	____/____/____
<b>Received By:</b>	
<b>Discussed with CEO:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date:</b>	____/____/____
<b>Student Notified of Receipt of Form:</b>	<input type="checkbox"/> Phone <b>AND</b> <input type="checkbox"/> Email
<b>Date:</b>	____/____/____
<b>Added to Complaints and Appeals Register:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date:</b>	____/____/____
<b>Resolution Reached:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Refer to Complaints and Appeals Register for details)</i>
<b>Date:</b>	____/____/____
<b>Student Notified of Outcome:</b>	
<b>Date:</b>	____/____/____
<b>Date Closed:</b>	____/____/____
<b>By Whom:</b>	