Student Records

Complaint and Appeals Form 1-3011:

This sheet is designed to support your complaint or appeal. You should outline your complaint / appeal below and attach any documentation you have to support your application.

Please indicate if your grievance is a complaint or an appeal, tick the appropriate box:

☐ Complaint

Initial advice to QHI of your dissatisfaction or that an issue that has occurred

☐ Appeal

Application to have the outcome of a complaint reviewed due to dissatisfaction with the process that has been followed in dealing with the initial complaint or to have an assessment decision reviewed.

Date of submission: _____

Name of Complainant: _____

Please give us as much detail as you can of your complaint/appeal: (Include dates, people involved and an outline of your complaint/appeal)

_____

_____

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_____

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_____

Signature: _____

Date: _____

Please send this form and any attachments to:

Attention: Administration Officer
Quality Hospitality International Pty Ltd,
Po Box 2030 Sunshine Plaza Maroochydore 4558
Fax or Email: **Fax** 07 3171 2301 **Email** info@qhint.com