



Complaints and Appeals Form

Clients who wish to submit a complaint or appeal can do so by completing this form and submitting to the IVET Institute (admin@ivetinstitute.com.au). Outline the reasons for the complaint/ appeal and attach any supporting evidence.

Please indicate whether you are lodging a: **Complaint** **Appeal**

Client name:

Date:

Provide an explanation of the reasons why you are complaining/ appealing (please provide as much detail as possible including staff/ clients involved, places, timings, assessment/ course details and other relevant details if appropriate).

Note. Please attach all supporting evidence and submit this form to IVET Institute 26/131 Hyde Street Yarraville, VIC, 3013 or admin@ivetinstitute.com.au

Signed: