AUSTRALIAN COLLEGE OF INFORMATION TECHNOLOGY

Complaint Form

By completing this form you will be lodging a formal complaint.

We thank you for taking the time to notify us of your concern. We value your feedback and hope to be able to resolve your complaint as soon as possible.

A reply will be forwarded to you within 30 days.

Date	Click here to enter text.
Name	Click here to enter text.
Contact Numbers	Click here to enter text.
Please detail your concern in full, giving as much detail as possible	
Click here to enter text.	
Signature	

AUSTRALIAN COLLEGE OF INFORMATION TECHNOLOGY

OFFICE USE ONLY

Received by		**Complaints Number Issued**	
Date		**Given to** <mark><Position></mark>	
Date Issued		**Follow up Date**	

Action Taken

Specify possible improvement based on complaint