

Orphic Education
RTO No 45678

Complaints and Appeals Form

Clients who wish to submit a complaint or appeal can do so by completing this form. 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 the Training Manager at matt@orphiceducation.com

Signed: