

Customer Complaint Form



Student name:	Date:
Home Telephone:	Mobile Telephone:
Email:	
Postal address:	
	Postcode:
Course enrolled in:	
Have you approached the course manager in an attempt to resolve this issue?: Yes <input type="checkbox"/> / No <input type="checkbox"/>	

Details of your complaint: *(Please write what specifically happened and attach pages as required):*

What do you view as a fair resolution/outcome of this complaint?

You can send your completed form to: Chief Executive Officer
Narre Community Learning Centre Inc.
PO Box: 101
NARRE WARREN VIC 3805

Or alternatively drop the completed form into reception office, an envelope will be provided on request to maintain your privacy – your complaint will be passed to the CEO within 24 hours.