

APPENDIX A

FORM FOR MAKING AN INFORMAL COMPLAINT

INFORMAL COMPLAINT	
Kip McGrath Education Centre:	<input type="checkbox"/>
Name of Complainant:	
Address:	
Contact Details	
Telephone:	
Mobile:	
e-mail:	
I wish to make an informal complaint against	
<input type="checkbox"/> I have seen a copy of the Kip McGrath Education Centres complaints procedure.	
DETAIL THE FULL NATURE OF THE COMPLAINT: <i>(please be as specific as possible and attach any documents in relation to your Complaint)</i>	

WHAT OUTCOME OF THE COMPLAINT YOU WANT:

WHAT ACTION YOU THINK WILL SETTLE YOUR COMPLAINT CONCERNS:

Signed:

Dated:

APPENDIX B

FORM FOR MAKING A FORMAL COMPLAINT

FORMAL COMPLAINT
Kip McGrath Education Centre:
Name of Complainant:
Address:
Contact Details Telephone: Mobile: e-mail:
I wish to make a formal complaint against _____ . <input type="checkbox"/> I have seen a copy of the Kip McGrath Education Centres complaints procedure.
DETAIL THE FULL NATURE OF THE COMPLAINT: <i>(please be as specific as possible and attach any documents in relation to your Complaint)</i>

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WHAT OUTCOME OF THE COMPLAINT YOU WANT:
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WHAT ACTION YOU THINK WILL SETTLE YOUR COMPLAINT CONCERNS:

Signed:

Dated:
