MEADOW HEIGHTS
EDUCATION CENTRE
REGISTERED TRAINING ORGANISATION (R.T.O 3940)

3-13 Hudson Circuit
Meadow Heights, Vic. 3048
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COMPLAINT FORM

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

Meadow Heights Education Centre treats all complaints as confidential.

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.

Please detail your concern in full, giving as much detail as possible, include extra pages if necessary.

Date:	Verbal: ☐	Written: ☐	
Complainant Name:			Signature:
Received by:			Signature:

This document forms part of the Grievance, Complaints and Appeals Policy