

STUDENT COMPLAINT FORM

To formally lodge a complaint, please complete the following form and submit to hello@centrefor.com.au

For any queries, call **1800 270 875**. If you are lodging a complaint on another person's behalf, please email us to request a form. Formal complaints are resolved within 21 working days of the submission date (of the form).

Date	
Full name	
Best contact number	
Email	
How do you prefer to be contacted?	<div style="display: flex; justify-content: space-around;"> Email Phone </div>
The Complaint	<p>Please detail your concern. Please include:</p> <ul style="list-style-type: none"> • A brief description of the complaint • The steps you have taken to deal with it
Resolution	<p>Please detail what you would like to happen to fix the problem and prevent it from happening again.</p> <p>What is your desired outcome?</p> <div style="display: flex; justify-content: space-around;"> Apology Explanation Change Other </div> <p>Please elaborate:</p>
Declaration	<p>I attest that the information above is true and correct.</p> <p>Signature:</p>

Please note:

- You can at any time request a formal meeting and if so CFU encourage you to bring a representative with you.
- CFU may request a face to face meeting, and if so, you are encouraged to bring a representative with you.
- You can withdraw a formal complaint at any time.