SYDNEY METRO COLLEGE
Education for Success
RTO No: 41204 I Cricos Code: 03427D

ABN: 57 169 281 501
E: admissions@sydneymetrocollege.edu.au
W: www.sydneymetrocollege.edu.au
Sydney (**Head Office**): Level 2, 16-22 Wentworth Avenue
Surry Hills NSW 2010
T: 02 8937 0991
Melbourne: Level 1 &2, 213-215 Lonsdale Street,
Melbourne VIC 3000
T: 03 0 9077 0758

Complaint Form

This form is to be used by any party who wishes to make a formal complaint to Sydney Metro College in writing.

Name:

Phone:

Date:

Details of Complaint. Tick where applicable.

Training		Assessment	
Facilities		Resources	
Equipment		Student Service	
Training Service		Treatment	
System		Agent	

Details of Complaint:

What action or response would you like to be done to resolve the complaint?

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Details of Actions Taken to resolve Complaint (To be completed by Sydney Metro College).

Staff Person Name: _____

Date: _____

Detail the response or actions Sydney Metro College has taken to resolve the complaint.

_____

_____

_____

_____

_____

_____

_____

_____

SMC Representative: _____
(Signature)

Date: _____

Office use only.			
Application Received By	**Name:**	**Signature:**	**Date:**
Action Taken By	**Name:**	**Signature:**	**Date:**

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