



Aerodrome Management Services

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AMS RTO Complaints & Appeals Lodgement Form

ABOUT THIS FORM

This form should be used to make a formal complaint or appeal about any aspect of the services provided to you by us or about our staff, another learner or a third-party providing services on our behalf. You may also use this form to dispute an assessment decision (assessment appeal).

Please include as much information as possible about your complaint or appeal as this will help us to resolve your complaint or appeal more efficiently.

STUDENTS DETAILS

Table with 2 columns and 4 rows: NAME, ADDRESS, EMAIL ADDRESS, PHONE

COMPLAINT OR APPEAL DETAILS

Please describe your complaint or appeal, including as much information as possible including relevant dates and people involved. Attach any supporting evidence and reference them in your description.

What would you like the outcome of this complaint or appeal to be?

Include any other comments.

DECLARATION

I declare that the information provided by me to the best of my knowledge is accurate and truthful and can be used to investigate the complaint or appeal.

SIGNATURE	
DATE	

Please submit this form to our office via email or post and if there is any assistance required contact us via email training@amsaustralia.com or phone 08 9221 6777.