COMPLAINT REGISTER FORM

Please write clearly at all times and complete all sections

T: 08 9410 2966 **F**: 08 9410 2977 **E**: info@ami.edu.au **M**: PO Box 260, Palmyra 6957

Complainant Details

Name: _____

First Middle Last

Phone Number: Home: _____ Mobile: _____

Address: _____

What is the complaint related to: ☐ Training/Course Material ☐ Training Staff ☐ Administration Staff

Other (please state): _____

Complaint Details / Nature of Complaint

Signature: _____ Date: _____

Complaints Policy ensures that complaints are acknowledged and met in a timely and effective manner. AMI will ensure that all complaints are acknowledged by our investigation officer within 2 working days of receipt of the complaint. Resolution will be sought within 5 working days of receiving the complaint. If it is considered that more time will be required to investigate the complaint, then you will be kept informed of the progress of the investigation.