



Queensland College of Music Pty Ltd

RTO 40821

Complaints Form	
Please complete this form to lodge a formal complaint. We value your feedback and aim to resolve your complaint within 10 days.	
Contact Details	
Name:	
Email:	
Phone:	
Details/cause of complaint	
Complainant Signature:	
Date:	
Please complete this form and email to: admin@qcm.qld.edu.au	

OFFICE USE			
Date Received:		Complaint ID:	
Accepted By:		Position:	
Action Taken:			
Resolution:			
Complainant has been notified of receipt?		Yes	No
Complainant has been sent a written statement of actions taken?		Yes	No
Complaint has been added to the Complaints Register?		Yes	No
Complaint was referred to a third party for resolution?		Yes	No
Date complaint was resolved:			
CEO Signature:		Date:	