

# The Academy

## Complaints Form

This form can be completed to register your complaint with the Academy. It should be returned to the Academy at 530 Victoria St, North Melbourne 3051 or sent as an email attachment to: [training@thehairacademy.com.au](mailto:training@thehairacademy.com.au).

The Academy should receive the complaint form within 10 days of the incident that has initiated your grievance.

Remember you can confirm all of the procedures the Academy will follow to try and resolve your complaint by looking up the college website on [www.thehairacademy.com.au](http://www.thehairacademy.com.au) or in your 'Student Handbook' under the 'Complaint' section.

Please complete all sections of this form.

### **Section A: Contact Details**

Person's Name: \_\_\_\_\_

Course: \_\_\_\_\_

Contact Details: Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_      Signature: \_\_\_\_\_



