# ACACIA GROUP PTY. LTD.

ABN: 66 132 666 338 RTO No: 91469.

*Strengthen & Develop*

## Complaint Form

If you are not happy with any aspect of Acacia Group services and you wish to make formal notice of an issue, please complete the following details and email or post to the following;

Email: info@acaciaeducation.com

Postal Address: PO Box 86, Glenbrook NSW 2773

| | | | |
|---|---|---|---|
| Given Name | | Surname | |
| Contact Phone Number | | | |
| Email Address | | | |
| Preferred Method of contact | ☐ Email ☐ Phone | | |
| Qualification | | | |
| Course Location | | | |
| Reason for complaint | ☐ Trainer ☐ Resources<br>☐ Assessment ☐ Course<br>☐ Location ☐ Other (please specify below)<br>_____ | | |
| Details of issue (where possible include details such as people involved/dates/course) | | | |
| What are you hoping the outcome of this complaint to be? | | | |
| Signature | | Date | |
| Office use only | | | |
| Complaint received by | | Date received | |
| Action taken or required | | | |
| Date action completed | | Signature | |