



BRINDABELLA
CHRISTIAN COLLEGE

WRITTEN COMPLAINT FORM

Last Name: _____

Date: _____



Wisdom Integrity Service Excellence

With respect to the collection, use and disclosure of
personal information, BCC is bound
by the INFORMATION PRIVACY ACT 2014

A

YOUR DETAILS

Name:

Address:

Phone:

Email:

B

DETAILS OF YOUR COMPLAINT/ENQUIRY

What is
the nature
of your
complaint/
enquiry :

.....
.....
.....

Were any
BCC staff/
students
involved?

.....
.....
.....

When
did this
incident/
event
happen?

.....
.....
.....

Where did
it happen?

.....
.....
.....

C STEPS TAKEN

- (i) Have you discussed or brought this matter to the attention of a BCC staff members(s)?

Yes

☐

No

☐

- (ii) What was the result of your discussion with the member(s) of staff?

- (iii) If your answer to **C(i)** was **No** why did you not approach, meet with, discuss the mater with the member of staff?

D COMPLAINT RESOLUTION

If your complaint has not been resolved to your satisfaction. How do you think your complaint can be resolved?

E SUPPORTING DOCUMENTATION

(i) Are you supplying supporting documentation with this complaint?

Yes

☐

No

☐

(ii) If yes, please list original documents and attach them to this Written Complaint Form.

F SIGNATURE

Please sign: _____

Print your name: _____

Date: _____

G LODGING YOUR WRITTEN COMPLAINT

Please lodge your **Written Complaint Form** and **Supporting Documentation....**

(i)

by Post to:

The Principal
Brindabella Christian College
PO BOX 5103
Lyneham ACT 2602

(ii)

by hand, at the College
Front Office, addressed to:

The Principal
Brindabella Christian College
Lyneham Campus