



ROYAL VICTORIAN AERO CLUB

Complaints & Appeals Form (Step 2)

Please submit this form to the Chief Flying Instructor. A copy of this form, when complete and assessed, is to be given to the student concerned. Additional copies must be lodged on the student's Personal File.

Name of complainant:

Submission Date of Complaint or Appeal:

Date of the event which leads to the complaint:

Nature of complaint or Appeal:

Attachments (if applicable)

Acknowledgement of Receipt - Date: _____ **CFI Signature** _____

Determined Resolution;

Date of Resolution:

Signed (CFI):

Date:

I have received a copy of the above report.

Signed (Student):

Date:

All students have the right to appeal decisions made by the RVAC where reasonable grounds can be established. To appeal a decision the RVAC must receive, in writing, grounds of the appeal. Please refer to the appeals procedure.