

FORM-C01 COMPLAINTS AND APPEALS FORM

Student Name	
Student ID	
Course Enrolled	
Reason for or Nature of Complaint	
Your Complaints Details (Please provide as much as possible) Note: Attach any supporting documents with this form as applicable	

Student Declaration

All the information I have provided in this form is true and accurate. I also understand that this complaint will be dealt with according to SEA English Academy’s relevant Codes of Conducts, policies and procedures.

Student Signature: _____ Date: ____ / ____ / _____

ADMIN USE ONLY

Matter Referred to	CEO	Course Coordinator
	Manager	Appeals Committee
Comments of the Person Receiving the Form and Suggested Action		
Signature		Date