

### FORM-C01 COMPLAINTS AND APPEALS FORM

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

### 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