



Complaints & Appeals Form

If you have spoken to the person involved and the trainer involved and the matter still remains unresolved, please complete the following form and email a copy to info@tacticlearning.com to be addressed by the Director.

Date	
Full name	
Student ID	
Address	
Email	
Phone number	
Course Name	
Type of Incident	Complaint <input type="checkbox"/> Appeals <input type="checkbox"/>
Describe the nature of the Complaint or Appeal: (Attach additional papers if you need more space to write)	
Describe the efforts made to resolve the issue:	
Student Signature:	Date:



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Office Use Only

Detailed action taken:

CEO Signature:

Date: