

**SmartLab® Education Private School**

Blk 228 Bishan Street 23 #B1-71 Singapore 570228 Tel: 64592981

**Student Complaint Resolution Report**

<b>Reference No</b>	
<b>Student Name</b>	
<b>Contact Number</b>	

<b>Start Date</b>	
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<p><b>1. Complaint</b> (attach documents if necessary)</p>  <p>Student's Signature &amp; Date</p>	
<p><b>2. Analysis of complaint</b> by Complaints-in-Charge (CIC)</p>  <p>Student's Signature &amp; Date CIC Signature &amp; Date</p>	
<p><b>3. Recommended Actions</b> by Management</p>  <p>CIC Signature &amp; Date</p>	
<p><b>4. Resolution of Complaint</b></p> <p>I, _____ (Student Name), _____ (NRIC/FIN), accepts the recommended actions as stated above in part 3 of the form.</p> <p>Student's Signature &amp; Date</p>	
<p><b>5. Policy Review</b> by CIC</p>  <p>CIC Signature &amp; Date</p>	
<b>End Date</b>	
<b>Days to resolve complaint</b>	