

Spa Tech Institute
Complaint / Suggestion / Praise Form

We encourage students and clients to communicate any complaints, suggestions or praises concerning their educational or customer experience. Complaints or suggestions should first be brought to the attention of the instructor. Issues that are not satisfactorily resolved at this level should be submitted in writing to the Director of Education. Should it be noted that an answer is requested, a response will be made within ten business days of receipt. (Please refer to the school catalog for additional information.)

Name _____
Street Address _____
City _____ State _____ Zip Code _____
Telephone (____) _____
Program _____ Location _____ Start Date _____

Complaint/Suggestion/Praise: _____

- I require a response
- I do not require a response

Student Signature _____ Date _____

School Use Only

Copy to Director of Student Services or Registrar:

Date received ___/___/___ By _____
Action taken: _____

Follow-up, if applicable: _____

Copy to On Site Director ___/___/___ Reviewed with Director of Operations ___/___/___

Copy in complaint binder ___/___/___