

Student Complaint Resolution Report

Reference No	
Student Name	
Contact Number	
Start Date	
1. Complaint (attach documents if necessary)	
Student's Signature & Date	
2. Analysis of complaint by Complaints-in-Charge (CIC)	
Student's Signature & Date	
CIC Signature & Date	
3. Recommended Actions by Management	
CIC Signature & Date	
4. Resolution of Complaint	
I, _____ (Student Name), _____ (NRIC/FIN), accepts the recommended actions as stated above in part 3 of the form.	
Student's Signature & Date	
5. Policy Review by CIC	
CIC Signature & Date	
End Date	
Days to resolve complaint	