



54 Le Thanh Nghi, Hai Ba Trung District, Hanoi

2A Luong Huu Khanh, District 1, Ho Chi Minh City

Sapp.edu.vn

Hotline: 1900 2225

## COMPLAINT FORM

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Complete this form if you have a complaint about SAPP Academy matter, for example, excessive noise or untidy premises.

### Complainant's details

**Name:**

**Address:**

**Postcode:**

**Home phone:**  **Work:**  **Mobile:**

**Email:**

### Complaint against

**Name:**

**Address:**

**Postcode:**

**Note:** When making a complaint, please give details of your own experience in relation to the matter/s you wish to bring to the attention of the company. Issues may include, but are not limited to, untidy premises, study material, personal disputes or situations warranting police action. If there is insufficient space, please attach additional pages, signing and dating each page. Also attach any supporting evidence.



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**Details of complaint.**

[Empty box for complaint details]

I understand that this information is given in confidence, and cannot be released to a third party without my prior consent. Provisions of the *Right to Information Act 2009* may apply to this information.

However, I also understand that should this matter proceed to the SAPP Academy, any affidavit signed by me may be released by SAPP Academy to any parties to the hearing, and I may be required to attend the hearing in person.

To the best of my knowledge, the information provided on and in conjunction with this form is true and correct.

**Signature:**

**Date:**

***Please return completed form to your nearest [SAPP Academy Centre](#).***

**Office Use Only**

Counter

Mail

Telephone

Complaint

Received: