



# EASTWEST ACADEMY

(Registered with the Committee for Private Education is part of SkillsFuture Singapore )  
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(Reg No: 200923609C)

## STUDENT COMPLAINT FORM

### Stage 1

Date :

Description of the Complaint

Sign: \_\_\_\_\_

Student name:

Date:

### Stage 2: (if not accepted above) [4 days]

Staff Signature:

Date taken:

Remedy:

Sign: \_\_\_\_\_

Accept / Do not Accept

Student name:

Date:

### Stage 3: Principal (if not accepted above) [4 days]

Signature:

Date taken:

Remedy:

Sign: \_\_\_\_\_

Accept / Do not Accept

Student name:

Date:

Matter referred to CASE within 2 days on :