



# Chi Kri Complaints Procedure

If you have a complaint about a class/workshop/teacher please use the below form and send across to either [mehul@chikri.com](mailto:mehul@chikri.com) or [miti@chikri.com](mailto:miti@chikri.com) . The complaint procedure is designed to ensure that complaints are properly evaluated and are given careful and fair consideration. If you do not send this form to the above email address, the complaint cannot be taken any further.

## 1. Personal Details

First Name:	
Surname/family name:	
Address:	
Email:	
Telephone:	

## 2. Your Complaint

A. Please provide a summary of your complaint below (300 words max).

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B. Please describe what action you have taken to pursue the complaint to date (200 words max)

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C. Please provide a brief explanation of the issue(s) you consider to be unresolved (200 words max).

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D. Please explain how you would like your complaint to be resolved (200 words max).

E. If you are submitting a complaint more than six months following the last related incident, please provide a brief explanation for the delay (200 words max).

**3. Supporting documentation**

Do you wish to submit any supporting documentation for consideration?      Yes/No

If "Yes", please tick here to indicate that what you have submitted is complete

Signature:

Date:

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