

**THE BLACK PEARL NAIL ACADEMY
STUDENT GRIEVANCE FORM**

NAME _____

ADDRESS _____ PHONE _____

EMAIL _____

1. Please provide a one or two sentence description of your complaint.

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

4. Indicate what specific resolution you are seeking and/or recommending.

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

Signature of Complainant _____ Date _____