



Complaint Form

***Please note that this complaint form is to be used to file complaints with IFS Institute as they relate to Programs or administration matters such as CE's, Admissions, Registration, Financial Support, etc. Please complete this form and return to help@ifs-institute.com. The typical timeline for a response is 4 weeks.**

Name: _____

Address: _____

City, State, Country _____

Email: _____

Phone Number: _____

How would you prefer to be contacted? _____

Date: _____

Have you contacted someone at our office? If so, with whom did you speak?

Please describe accurately the nature of your complaint and whom or what it involves:

Please describe how this incident impacted you:

What would you consider to be a satisfactory solution?

By signing you declare that all information you have given here is truthful and accurate.

Sign Here: _____ Date: _____
