

A Plus Training

15255 S. 94th Avenue, Suite 500
Orland Park, IL 60462
(708) 349-4916



APPEAL AND COMPLAINT FORM

Students should complete this form to appeal or complain about their grade, certificate invocation, policies, or other issues. The completed form should be emailed to info@a-plus-training.com. The appeal/complaint will be reviewed and a decision made within 10 business days of receipt of this form. The final decision will be sent to the student via email.

Student Information

Student Name _____ Course _____

Email _____ Phone _____ Birthdate _____

Signature _____ Date _____

Type of Appeal/Complaint

- Grade appeal
- Policy complaint
- Revocation appeal
- Other appeal/complaint: specify _____

Please indicate your appeal or complaint below. Attach any documentation needed to support your appeal/complaint. Attach additional sheets if needed.

Administrative Approval (to be completed by A Plus Training)

Date Received: _____

Date of Decision: _____

Decision: _____

