



ETC International College

ETC Residence Customer Complaint Form

April 2024

CUSTOMER INFORMATION	
Name:	Nationality:
Contact Number:	Email:
Address:	
Room:	Type of Room:
Date of Arrival:	Date of Departure:

COMPLAINT INFORMATION	
Date:	Taken by:
Details:	
Was the manager made aware of the complaint?	Yes No
Who did you notify about the complaint? (Please provide name and position, if known)	
Was any action taken to solve the problem?	

Signature of ETC member of staff: