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## COMPLAINT OR APPEAL FORM

### Please Check One:

- Appeal** – a request to change from a Fail to a Pass Grade (must provide a legitimate reason)
- Complaint** - a concern, grievance, criticism, etc. regarding an exam or Vibration Institute policies

*If the written response to the complaint or appeal is not addressed to the satisfaction of the writer, the writer may appeal the decision to the Board of Directors, in writing, for their consideration. A decision by the Board of Directors is final. All appeals and complaints will be evaluated with respect to the policies and procedures of the Vibration Institute with a written response within 90 days.*

*If the complaint is about a certified individual, that person will be notified by the Vibration Institute of the complaint lodged against them and given an opportunity to respond to the allegations.*

Date: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Province: \_\_\_\_\_ Country: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Certification Number: \_\_\_\_\_ Category: \_\_\_\_\_

Nature of the Complaint or Appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Description of the Evidence: \_\_\_\_\_

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