

## Complaint Form

### Contact Details:

Address: No. 40 A, Soysakelle Rd, Nawalapitiya  
Hotline: +94 75 075 1215 | Complaints: +94 77 127 1215  
Email: [ssheglobal@gmail.com](mailto:ssheglobal@gmail.com)  
Website: [www.scholarsphereacademy.com](http://www.scholarsphereacademy.com)

### 1. Complainant Details:

- Full Name: .....
- Contact Number: .....
- Email Address: .....
- Program Enrolled: .....

### 2. Complaint Details:

- Date of Incident: .....
- Description of the Issue:  
(Provide details of the problem. Attach supporting documents if available.)  
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WISDOM FOR ALL

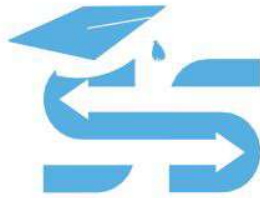
NO. 40 A, SOYSAKELLE RD, NAWALAPITIYA.

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- Evidence Provided (if any): should be attached to the email or handover the relevant evidences in person (e.g., emails, photos, other documents)

**3. Desired Resolution:**

(Specify how you would like the issue resolved.)

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**4. Declaration:**

I confirm that the information provided in this complaint form is accurate to the best of my knowledge.

- Signature:
- Date:

**Submission Details:**

Complaints must be submitted within **30 calendar days** of the incident. Submit via:

- Email: [ssheglobal@gmail.com](mailto:ssheglobal@gmail.com)
- In-person: Scholar Sphere Office at the above provided address.

**Acknowledgment:**

Complaints will be acknowledged within **5 working days**, and a resolution will be provided within **10 working days**.

WISDOM FOR ALL

**NO. 40 A, SOYSAKELLE RD, NAWALAPITIYA.**

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