

## IKO Quality Feedback Form

For all IKO members,

Quality and feedback is important to IKO, please use this form to help us address your questions and concerns quickly and efficiently. Unfortunately we cannot respond to anonymous complaints. Your personal information will be kept private. Please supply all relevant details to assist our efforts. Please use this form when reporting any quality problems or questions. Send it to the Quality Department through [the messages section](#) of your account.

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|--|
| Your Name:   |
|  |
| Date:  |
|  |
| Your Email:  |
|  |
| Your Contact Phone number (include country & area code):           |
|  |
| What is this Regarding:  |
| (examples; Quality Issues, or problems, or questions)              |
|  |
| Please report exactly what you are asking about:                   |
| (Examples: standards, safety, service, conduct)                    |
|  |
| Who does this affect:  |
| (Examples; students, instructors, schools, public).                |
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| Date/s and Location of occurrence or incident:                     |
|  |
| What was/is the exact problem?: (please be as precise as possible) |
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|---|
| Who was involved:   |
| (Please give names and IKO ID#s of persons/parties involved). |
| <br><br><br><br>  |
| What supporting information do you have:                      |
| (examples: receipts, photos, emails, testimony witnesses etc) |
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Thank you for your information, we will forward this to our quality department, and then to the appropriate persons for review and response. Please feel free to contact us to check on the status of our response. Please allow some time for us to read and respond to your feedback. The average response time varies from a few days to several weeks. We suggest that if you have had no updates after 14 days to please contact our office.