



STUDENT COMPLAINT FORM – Part 1

Before making a formal complaint, students should first read the Student Grievance Policy available in the Students' Handbook.

Students should attempt, in the first instance, to resolve a concern by using a direct informal approach to the individual concerned wherever possible.

All student complaints are to follow the procedure as described in the Grievance policy. Completed student complaint forms are to be sent to the Head, Education Management Committee, in a sealed envelope marked "Student Complaint, Confidential."

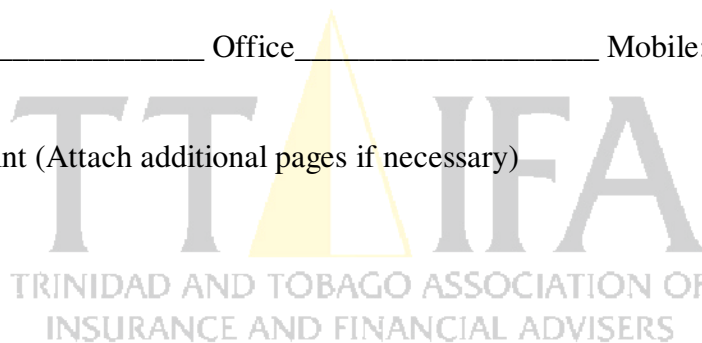
Name: _____

Student ID: **TT**_____

Address: _____

Telephone: Home _____ Office _____ Mobile: _____

Describe your complaint (Attach additional pages if necessary)



What steps have you taken to resolve your complaint?

What is your desired outcome?

Student signature _____ Date: _____

Official Use only:

Date received:

File number:

Date submitted for Investigation:

STUDENT COMPLAINT FORM – Part 2

OUTCOME OF INVESTIGATION (Attach additional report if necessary):

Signed _____

Date _____

Administrative Mgr or Person Assigned

CORRECTIVE ACTION PROPOSED:



Signed _____

Date _____

General Manager

STATUS OF CORRECTIVE ACTION: Completed Closed Date _____

Incomplete Open Date _____

If open, expected date of closure _____

Date of final resolution _____

Signed _____
Admin Manager

Signed _____
Student

Date _____

Date _____