

Section 1 – Request to Initiate the Formal Complaint Process

Instructions:

- Before submitting this form to the Campus Director or Remote Education Director be sure that every question has been answered.
- You will be contacted if the College requires any additional information. Please make certain that your contact information is correct.
- Once **Part A** has been completed, please make sure that you sign the declaration in **Part A** and then submit a copy of the form to the Campus Director or Remote Education Director and keep the original for yourself. You may submit the document in person, or through electronic mail.

PART A

I) Personal Information

Student Name (First Last): _____

Street Address: _____

City: _____

Province: _____

Postal Code: _____

Country: _____

Home Number: _____

Cell Number: _____

Email Address (personal): _____

II) Nature of Complaint

What is your complaint (if you require additional space, please attach a separate sheet)

**STUDENT COMPLAINT FORM
LEVEL TWO**



What do you want the College to do to resolve your complaint?

Have you tried to resolve your concern informally and directly with the person(s) involved? Please explain.

By signing this form, I _____ declare the information provided is **Part A** to be true and correct.

Student Signature

Date