

STUDENT COMPLAINT FORM LEVEL THREE



The College takes all student complaints and concerns seriously. By filling out and submitting this form you are requesting that your concern be raised to the next level. This means that you are not satisfied with the resolution reached between yourself and your Campus Director or Remote Education Director. To process your concerns efficiently all sections of this form must be completed. The completed form, together with supporting documents, must be submitted to the Campus Director or Remote Education Director within the timeframe outlined in the Student Complaints Procedure in the Student Handbook.

Section 1 – Request to Initiate the Formal Complaint Process

Instructions:

- The Level 2 form, together with the written decision, must be attached to this document.
- Your concern must be outlined in detail, including why you are elevating your concerns to the next level.
- Your contact information must be completed on this form.

PART A

I) Personal Information

Student Name (First Last): _____

Street Address: _____

City: _____

Province: _____

Postal Code: _____

Country: _____

Home Number: _____

Cell Number: _____

Email Address (personal): _____

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LEVEL THREE**



II) Nature of Complaint

What is your complaint? Explain in detail what your concern or complaint is.

Reason For Elevation

Why you disagree with your Campus Director or Remote Education Director's resolution to your concerns.

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

Student Signature

Date