**GRIEVANCE FORM**

To file a formal complaint, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. mail to the appropriate administrator. The Grievance Policy can be reviewed on Page 66 of the Student Handbook. Students should follow the hierarchy outlined in the policy to resolve any training program activity or staff grievances during the length of training.

|  |  |
| --- | --- |
| 1. Name |  |
| 2. Address |  |
| 3. Telephone Number |  |
| 4. Email Address |  |
| 5. Campus |  |

6. Please describe the decision or circumstances causing your complaint (give specific factual details).

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| 7. What was the date of the decision or circumstances causing your complaint?  |  |

8. Please explain how you have been harmed by this decision or circumstance.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

9. Please describe any efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and whom you communicated with regarding your concerns.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

10. Please describe the outcome or remedy you seek for this complaint.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of filing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complainant, please note:

A grievance form that is incomplete in any material way may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint. Please keep a copy of the completed form and any supporting documentation for your records.