

COMPLAINT REPORT FORM

The purpose of this form is for students to report complaints to the College, so that an acceptable resolution can be established.

Student Name	Student ID
Address	City
Telephone #	Email

Instructions:

- ✓ Briefly identify the reason you are submitting your complaint. Please use the back of this form if more writing space is needed.
- ✓ Attach supporting evidence, if applicable.
- ✓ Submit this form and supporting evidence to the Office of Student Affairs by email studentaffairs@alexandercollege.ca

What is your complaint regarding?		
Describe your complaint in detail:		
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;">Student Signature</td> <td style="width: 30%; border: none;">Date</td> </tr> </table>	Student Signature	Date
Student Signature	Date	

OFFICE USE ONLY <i>(Please do not write in this area)</i>		
Action taken:		
Comments:		
Name (please print)	Signature	Date Signed
		Date Student Notified