



STUDENT SERVICES COMPLAINT FORM

Instructions: Use this form to file a complaint. Make your comments concise and legible.

A. Contact Information

Student ID	
Name	
Address	
Home Phone	
Work Phone	
Mobile Phone	
Email Address	

B. Nature of Complaint

Date of Complaint
Description of Complaint (Including Date & Department or Staff Involved)
Describe any efforts you've made to resolve the issue
What do you think is a fair resolution to your problem

Student Services Response

(Upon completion, send a copy to the student, individual forwarding the complaint, and student file)

Decision:

Student Services Staff Responding to Complaint: _____

Date: _____