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## Formal Complaint Form

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Please review the Student Complaints policy and the associated procedures before completing this form.

### Student Information:

**Date:** Click or tap to enter a date.

**First Name:** Click or tap here to enter text.

**Last Name:** Click or tap here to enter text.

**Student Number:** Click or tap here to enter text.

**Program:** Click or tap here to enter text.

**College Email:** Click or tap here to enter text.

### Complaint Description

In the space below describe the cause of your concern and complaint. What experience or service was poor or did not meet your expectations? Please provide as much detail as possible concerning any events, persons involved, any specific dates, etc.

Click or tap here to enter text.

### Proposed Resolution

Is there a specific resolution or solution that you are seeking? If so, please describe below:

Click or tap here to enter text.

**Signature:** \_\_\_\_\_

**Date:** Click or tap to enter a date.