

Student Complaint Form

This form **MUST** be completed to file a formal complaint under the Student Charter against a student.

Complainant's Details

Are you a: Student Staff Other Please describe:

Date Filed: _____ Full Name: _____

Phone Number: _____ Address: _____

Student Number (if applicable): _____

Programme of Study: (if applicable): _____

Details of the person about whom then complaint is being made (Respondent)

Full Name: _____

Description of Complaint (include in detail who, what, where, when, how)
Attach additional pages if necessary.

Date(s) of most recent behavior: _____

Time of most recent behavior: _____

Location of most recent behavior: _____

Has similar behaviour as alleged been observed in the past directed at the same person or persons?

Yes No

To the best of my knowledge, all of the information on this form is true and accurate.
I am aware that false reporting is a disciplinary matter.

Signature of Complainant: _____ Date: _____

NOTE: A copy of this complaint will be sent to the Respondent

Name/Title of person receiving form:	
Date received:	Time received: