

Have you tried to resolve the complaint with the school? Yes No

If yes, please include the names and dates of school personnel you contacted. Indicate the outcome(s) to date. *Attach any documentation (emails, letters, etc.) to show you tried to resolve the complaint.*

How would you like to see the complaint resolved? For example, are you seeking a refund of tuition, additional training, etc.

If you have filed this complaint with another organization, please identify the organization and the name of the person you worked with.

If you contacted another organization regarding this complaint, what was the outcome?

VERIFICATION

I hereby verify that the information contained in this complaint is true, and that I understand that this complaint and the information provided may be shared with the college and/or the named complainant.

Signature of Complainant

Date

FOR DEPARTMENT USE ONLY

Consultant Assigned: _____ Date Received _____

Disposition: _____ Date Closed: _____