

What would be an acceptable solution to your complaint?	
What actions have you already taken to resolve the complaint? (in this section please provide a list of the actions taken to initially resolve your complaint. Make sure you include the date and what action you have already taken.)	
Signature:	Date:

For staff use	
Name of person receiving complaint:	
Date this form received:	
Actions taken to resolve the complaint. Include date, names and what actions are taken.	
Student informed of outcome in writing (✓)	Date:
Signature:	Date: