



STUDENT COMPLAINT FORM

Please refer to the Student Complaint Policy and Procedure documents before filling out this form. This form is to be used to submit a formal complaint that students have been unable to informally and satisfactorily resolve with the faculty, staff, students or others involved.

Please complete all fields so your complaint may be directed to the appropriate College official(s).

Section 1: Personal Information

Your full legal name (as enrolled)

First _____

Middle _____

Last _____

Preferred Name _____

Program of Study _____

Address (street name, city, province, ZIP/postal code) _____

Email _____

Phone _____

Keyano College Student ID # _____

Section 2: Information about Your Complaint

First date on which the events or issues occurred _____

Name of person(s) involved _____



Please describe your complaint in detail. Include the names of persons, events, locations, and dates involved. If this complaint is against a specific person(s), please list their names and titles.

What attempts have you made to resolve this complaint up to now? Please state who you contacted and what transpired. State why you think the complaint was not informally resolved in your prior attempts.



What resolution would you consider fair? What resolution are you seeking?

Any other information you want to provide?



I hereby certify that the above information is true and correct to the best of my knowledge and belief.
I grant permission for this complaint to be forwarded to the appropriate Keyano College official for purposes of investigation and response.

Signature of student: _____ Date: _____

Keyano College Official: _____ Date: _____