

STUDENT GRIEVANCE NOTIFICATION FORM (학생 건의서)

CONFIDENTIAL: TO THE GRIEVANCE HANDLER

비밀보장: 건의사항 담당자

NAME OF STUDENT LODGING THE GRIEVANCE:

(건의제기 학생이름)

CONTACT PHONE AND EMAIL:

(연락 전화번호와 이메일)

Please describe the problem/ issue in your own word, with as much detail as possible (e.g: names, dates, time, and actual incidents) 건의사항을 구체적으로 적습니다.(이름, 날짜, 시간과 정확한 내용)

What would you like to see happen as a result of lodging this grievance?

건의사항 접수결과가 어떻게 처리되기를 바랍니까?

STUDENT'S SIGNATURE: _____

학생서명

Date: ___ / ___ / ___

날짜

STUDENT GRIEVANCE RESPONSE FORM (학생 건의답변서)

RESPONSE FROM(담당자):

CONTACT DETAILS(연락처):

What steps have been taken to resolve the grievance at this stage?

건의사항에 대한 해결방법을 어떻게 처리했습니까?

What were the results of the actions? 건의 사항에 대한 처리결과는 무엇입니까?

GRIEVANCE HANDLER:

DATE: ___ / ___ / ___

건의사항처리 담당자 _____

날짜

PROBLEM ANALYSIS BY GRIEVANCE HANDLER: 건의사항 담당자에 대한 평가

Has the grievance been resolved? 건의사항이 해결되었습니까?

YES 예 Please complete the section below. 아래부분에 기재해 주세요.

NO 아니오 Refer matter to the next person as per Student Grievance Policy and Procedures.

학생건의정책과 절차를 다른 담당자에게 재건의를 바랍니다.

I confirm that the grievance outlined above has been resolved to my satisfaction and that on further action is required. 위에 명시된 나의 건의사항 답변에 만족하며 더이상의 추가 건의사항이 없습니다.

STUDENT:

Name _____ Date: ___ / ___ / ___

Signature _____

GRIEVANCE

HANDLER:

Name _____ Date: ___ / ___ / ___

Signature _____