



STUDENT GRIEVANCE NOTIFICATION FORM

CONFIDENTIAL: TO THE GRIEVANCE HANDLER

NAME OF STUDENT LODGING THE GRIEVANCE:

CONTACT PHONE AND EMAIL:

Please describe the problem/issue in your own words, with as much detail as possible (e.g: names, dates, times, and actual incidents).

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

STUDENT’S SIGNATURE: _____ | **DATE:** ____/____/____

STUDENT GRIEVANCE RESPONSE FORM

RESPONSE FROM:

CONTACT DETAILS:

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

What were the results of the actions?

GRIEVANCE HANDLER: _____ **DATE:** ____/____/____

PROBLEM ANALYSIS BY GRIEVANCE HANDLER:

Has the grievance been resolved?

- YES Please complete the section below.
- NO Refer matter to the next person as per Student Grievance Policy and Procedures.

I confirm that the grievance outlined above has been resolved to my satisfaction and that no further action is required.

STUDENT:

(name) _____ **DATE:** ____/____/____

(signature) _____

**GRIEVANCE
HANDLER:**

(name) _____ **DATE:** ____/____/____

(title) _____

(signature) _____