STUDENT GRIEVANCE FORM

Name of Student: _______________________________________________________________________
Date: ___________________________________________________________________________________
Student ID: ______________________________________________________________________________

Level: □ Prep  □ Undergraduate

Please answer the following questions in their entirety. If the form is not completed entirely
and/or the necessary documents do not accompany the form, the grievance may
immediately be dismissed.

1. Were steps 1 and 2 of the grievance procedures completed?
   □ YES  □ NO

   If no, please explain. _______________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

2. Please explain in details the nature of the grievance. _________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________

3. Please submit as an attachment all supporting evidence (if applicable) for the above-
   mentioned grievance. Please be reminded that without evidence, the Grievance
   Committee may not process your grievance/appeal.

4. Signature: ___________________________________________________________________________

5. Date: _______________________________________________________________________________

To be filled in by Grievance Committee:

Date Received: ____________________________  Fee paid □ Yes □ No
Referred: □ Yes  □ No  If Yes, to Whom: ____________________________________________
Final Decision of Grievance Committee:
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
Date of Decision: ___________________________
Signatures: _______________________________  _______________________________
____________________________________  __________________________________
____________________________________  __________________________________