

MOUNT ASPIRING COLLEGE

Formal Complaint Form

Name: _____ Date: _____

Date/time frame of complaint: _____

Complaint against: _____

Complaint addressed to: _____

Nature of formal complaint:

1. Specific details: (Explain what happened - please include dates to help provide as much information as possible. Attach additional pages if necessary).

2. Please specify what steps you have taken to first resolve the concern with the parties involved (attach additional pages if necessary):

3. If you haven't taken any steps, are there good reasons why?

4. What is your desired outcome?

Complainant signature: _____

Date: _____