



## Student Complaint Form

This form is for students to report formal complaints to the College of Technology Alberta, so it can be reviewed by the College Administration to obtain an acceptable resolution.

**To be completed by complainant**

Student ID (if applicable):	Complainant's name:
Address:	
Email:	Phone Number:

**Type of complaint:**

- Individual
- Policy or Procedure
- Other

**Description of complaint:** Please provide a detailed summary of the facts of your complaint. Please also include date, time, and location of the episode. Attach any evidence, supporting documents or witness contact information if you have. Indicate what kind of resolution you are looking for.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit the completed and signed form to email provided above.



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Info@ctalberta.ca

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<b>OFFICE USE ONLY</b>	
Action Taken:	
Additional Comments:	
Name (print):	Date:
Signature:	Date Student Notified: