



PR-HR-01-02 Attachment A: Student Informal Complaint Resolution Form

Students are encouraged to address an alleged breach of the Policy by seeking resolution and reconciliation via the progressive process as outlined in PR-HR-01-02: RWLE Student Informal Complaint Resolution.

Important notes:

- This form is only to be used when progressive steps have not satisfactorily resolved the situation and the alleged breach is being progressed to the Dean or Associate Dean.
- You may seek support from the Students' Association to complete this form.
- This form may be supported with copies of the communication(s) from previous processes.
- Submit the completed form to your program Dean or Associate Dean.
- Retain a copy of the completed form for your records.

Last name		First name	
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Email address	
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Program name	
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Complaint description			
Employee(s) involved			
Desired outcome			
Attach copies from the INFORMAL resolution process	<ul style="list-style-type: none"> ➤ A copy of relevant documentation (i.e emails, notes, or letters about the alleged breach including dates and times.) 		
Student's signature	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;">Date (YYYY-MM-DD)</td> </tr> </table>		Date (YYYY-MM-DD)
	Date (YYYY-MM-DD)		

Follow up completed:

Dean/Associate Dean signature		Date (YYYY-MM-DD)	
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