English Language Institute
Student Complaint Form

Before making a formal complaint, students should first read the ELI Handbook available at uncp.edu/eli. Students should attempt to resolve a concern by using a direct and informal approach to the individual concerned if possible. If a complaint includes allegations about another individual, that person will be provided with a copy of all relevant documentation, including a copy of this completed complaint form. Completed student complaint forms are to be sent to Kateryna Forynna, ELI Coordinator (kateryna.forynna@uncp.edu or P.O. Box 1510, One University Dr., Pembroke, NC 28372-1510).

Student Information

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID:</td>
<td>Email:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Mailing Address:</td>
</tr>
</tbody>
</table>

Complaint

Complaint is being filed against:
Name______________________

☐ Student
☐ Faculty
☐ Staff

Date, Time, and Place of incident/complaint:

Describe your complaint. State factual description of the complaint. *(Attach additional pages if necessary).*

What steps have you taken to resolve your complaint? *(Attach additional pages if necessary).*

What specific actions or suggestions do you have for resolving this concern/incident/complaint? *(Attach additional pages if necessary).*

Student Signature: | Date: |

Office Use Only

Complaint Received by: | Date: |