



**OFFICE OF
INTERNATIONAL
PROGRAMS**

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

Last Name:	First Name:
Student ID:	Email:
Phone:	Mailing Address:

Complaint

Complaint is being filed against: Name _____	<input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff
Date, Time, and Place of incident/complaint:	
Describe your complaint. State factual description of the complaint. <i>(Attach additional pages if necessary).</i>	
What steps have you taken to resolve your complaint? <i>(Attach additional pages if necessary).</i>	
What specific actions or suggestions do you have for resolving this concern/incident/complaint? <i>(Attach additional pages if necessary).</i>	
Student Signature:	Date:
Office Use Only	
Complaint Received by:	Date: