# Appeal of a Complaint Form

By completing and submitting this form, you are requesting a review of the response, or non-response, that you received as a result of your previous Formal Complaint. Please read the Student Complaints policy and the associated procedures before completing this form.

When you have completed this form, and included or attached all relevant or required documents, submit this form to the supervisor or Manager to whom you submitted the Formal Complaint form.

## Student Information:

Date: Click or tap to enter a date.

First Name: Click or tap here to enter text.

Last Name: Click or tap here to enter text.

Student Number: Click or tap here to enter text.

Program: Click or tap here to enter text.

College Email: Click or tap here to enter text.

### Original Complaint Details

Submission Date of Formal Complaint: Click or tap to enter a date.

Name of Manager who received complaint: Click or tap here to enter text.

Name of Manager’s supervisor who conducted the Review of the Complaint: Click or tap here to enter text.

Have you received a response to the Request for a Review from the Manager’s supervisor?  Yes  No

If Yes, please attach the following to this form:

* A copy of the original Formal Student Complaint, AND
* A copy of the Director’s response to the original Formal Student Complaint.

### Reason for Review of Complaint

In the space below, explain why you find the Director’s response unsatisfactory.

Click or tap here to enter text.

Is there a specific resolution or solution that you are seeking? If so, please describe below:

Click or tap here to enter text.

Would you like a Lambton College representative to be present during your Appeal?  Yes  No

Signature: Date: Click or tap to enter a date.