



Student Complaint & Concern Form

Please submit the completed form to the Student Services Office or email it to mwalther@emmanuelbiblecollege.ca.

Name:

Phone/Cell #:

Email:

Street Address:

City/Town/Prov.:

PC:

1. Describe the issue or concern. (Be specific regarding Who, What, When and Where)

2. Have you talked with the Professor, Staff member or student regarding your concern?
(If yes, please describe the outcome.)

3. How do you think the problem can be avoided in the future? Do you have any suggestions for change?

4. Please provide any other details and information.

Student Signature: _____

Student Name: _____ Date: _____
(Print)

If submitting as a digital copy:

By checking this box you are providing your digital signature.

Your signature on this document allows the Chief Student Services Officer & Dean, or designate, to use your name while addressing this concern with the appropriate person or persons.

Complaint policies and procedures from a range of Canadian & American universities were reviewed as part of the development of the Emmanuel Bible College Student Complaint Policy and Procedures. Related policy documents from the following universities are gratefully acknowledged: Virginia Union University, Centennial College, Trillium College, Winthrop University, West Kentucky Community & Technical College