

EDUWEB College Complaint Reporting Form

Case No:

Date:

Complainant Contact Information

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Contact Number:	<input type="text"/>
Email Address:	<input type="text"/>
Username:	<input type="text"/>

Complaint Details

Summary of Complaint:	<input type="text"/>
Full description of Complaint:	<input type="text"/>
Reason for Complaint:	<input type="text"/>
Name of Person/ Persons /suspects involved in the Complaint:	<input type="text"/>
Date Offense was Committed:	<input type="text"/>
Time Offense was Committed:	<input type="text"/>
Category of Complaint: (Tick as appropriate)	<input type="checkbox"/> Theft <input type="checkbox"/> Defamation <input type="checkbox"/> Harassment <input type="checkbox"/> Violence <input type="checkbox"/> Other _____

Certification

I am aware that by completing and signing this form and submitting it to EDUWEB College, I am stating the following:

- That I am the complainant of the aforesaid complaint,
- That I have completed and submitted the form,
- That all the allegations contained herein are true and correct to the best of my knowledge,
- I bear all responsibility for any false accusations made and any legal consequences arising from this. Any disputes that arise will be governed by the laws of Trinidad and Tobago.
- I authorise EDUWEB College to investigate my complaint and takes whatever steps it deems appropriate.

Signature:

To be completed by Authorized EDUWEB College Personnel Only

Name of College representative /Investigator _____

Date 'Complaint Reporting Form' was received _____

Type of Complaint: Lecturer/ Moderator Academic Administrative General

Investigation Report _____

Feedback Summary _____

Additional Report Notes _____

Date Feedback given to Complainant _____

Problem Resolved No Yes If "yes" then Formally Informally

Sign Off Details:

College Representative _____ Date _____

QMS Representative _____ Date _____

Complainant _____ Date _____

Approved:

Nigel Polar
Academic Director

Date _____

Sonia Boodram
Administrative Director

Date _____