F01 Student concern and formal resolution form

Student Grievance/Dispute Formal Resolution Form Instructions:

- This form is to be used when a student wishes to file a formal concern that could not be resolved informally.
- Submit the completed form to Bote Sha, CFI, at sha@cacbc.ca. If Bote is unavailable or named in the concern, submit to Alano Ling, Operations Manager, at studentservice@cacbc.ca.
- CAC will review and respond in accordance with the Student Concern Resolution Policy.

Section A: Student Information

Full Name: _____ Student ID Number: _____

Program of Study: _____ Email Address: _____

Phone Number: _____

Section B: Nature of Concern Please select the category that best describes your concern:

[ ] Academic (grades, instruction, curriculum)

[ ] Attendance or Scheduling

[ ] Conduct of Staff or Instructors

[ ] Conduct of Other Students

[ ] Facilities / Equipment / Resources

[ ] Financial / Administrative

[ ] Other (please specify): _____

Section C: Details of Concern Please provide a clear description of your concern, including:

- What happened?
- When and where did it occur?
- Who was involved?
- Any steps you have already taken to resolve the concern informally.

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(Attach additional pages if needed) Section D: Desired Resolution What outcome or resolution are you seeking?

Section E: Declaration I declare that the information provided above is true and accurate to the best of my knowledge. I understand that CAC will handle this concern in accordance with its Student Concern Resolution Policy and that false or misleading statements may result in disciplinary action.

Student Signature: _____ Date: _____

Section F: CAC Office Use Only

Date Received: _____ Received by:

_____

Action Taken: _____ Resolution Date:

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Notes:

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