

Appendix B – Student Concern Form

Download this form from the Student Services section of the CAC website and submit it to studentservice@cacbc.ca.

B.1 Purpose

Use this form to formally raise a concern that has not been resolved through normal communication or requires review under the Student Concern and Conflict Resolution Policy.

B.2 Before Submitting

Where appropriate and safe, first try to resolve the concern directly. You are not required to do so when you feel unsafe or uncomfortable, the matter involves serious misconduct or retaliation, direct communication is inappropriate, or earlier attempts did not resolve it.

B.3 Student Information

- Full legal name, Student ID Number, program, CAC email, telephone number, and preferred contact method.

B.4 Concern Information

- Date or period, person or department involved, clear facts, steps taken, response received, requested resolution, and relevant documents.

B.5 Confidentiality and Review

The College will handle the concern as privately as reasonably possible but may share information where necessary for a fair review or where required by law.

B.6 Protection from Retaliation

You will not be penalized for raising a concern honestly and in good faith. False or malicious allegations, altered evidence, threats, or interference may result in action under College policy.

B.7 Student Declaration

I confirm that the information provided is complete and accurate to the best of my knowledge. I understand that the College may review relevant records and contact persons who may have information. Submitting this form does not guarantee the outcome requested.

Student signature: _____ Date: _____