

STUDENT GRIEVANCE RESPONSE FORM

RESPONSE FROM:

CONTACT DETAILS:

What steps have been taken to resolve the grievance at this stage?

What were the results of the actions?

GRIEVANCE HANDLER: _____ **DATE:** ____/____/____

PROBLEM ANALYSIS BY GRIEVANCE HANDLER:

Has the grievance been resolved?

YES Please complete the section below.

NO Refer matter to the next person as per Student Grievance Policy and Procedures.

I confirm that the grievance outlined above has been resolved to my satisfaction and that no further action is required.

STUDENT:

(name) _____ **DATE:** ____/____/____

(signature) _____

GRIEVANCE HANDLER:

(name) _____ **DATE:** ____/____/____

(title) _____

(signature) _____