



LONDON SCHOOL OF EMERGING TECHNOLOGY

Name of Student Filing Complaint

Today's Date

Signature of Student Filing Complaint

Student Phone Number

Student Mailing Address

Student E-mail Address

Student ID Number

DESCRIPTION OF COMPLAINT (DATE, PLACE, TIME, DETAILS): _____

ATTEMPTS MADE TO RESOLVE AS AN INFORMAL COMPLAINT: _____

STATEMENT OF DESIRED OUTCOME: _____

Student Service Officer receiving complaint completes items below this line.

Date Received: _____

ACTION TAKEN: _____

Signature of Student Service Officer

Date Response Sent to Student

Signature of Principal Instructor

Date Copy Sent to Principal Instructor

All students will receive notification of complaint receipt within two working days, with a follow-up scheduled within seven working days from the date of the written complaint.
If you have further comments, kindly include a separate sheet with this form. For academic and non-academic complaints, submit a hard copy to the Student Service Officer