

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: ____/____/____

3. PROBLEM ANALYSIS:

Has the grievance been resolved?

- YES Please complete the section below.
- NO Refer matter to the next person as per Grievance Flowchart.

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) _____