



West Virginia  
Higher Education  
Policy Commission

## STUDENT COMPLAINT FORM

Student Information		
Full Name		
Address		
City	State	Zip
Home Phone Number	Work Phone Number	
Cell Phone Number	Email	
How do you prefer we contact you?		
home	work	cell      email
School Information		
School Name		
School Address		
School City	State	Zip
Complaint Information		
1. Did you follow the school's grievance procedure to resolve your complaint with the school? Yes    No Who did you contact? (list all with names and titles)		
2. Have you filed this complaint with another organization?      Yes    No  Organization's Name:		
3. Do you have an attorney?      No    Yes    Name:		

4. **Please attach a statement describing the nature of the complaint. The statement should include a description of the events or circumstances upon which the complaint is based and all supporting documentation for your complaint must be attached. Specify any pertinent dates, staff you dealt with, monies owed, balances due, etc.**

The information you provide will be used in efforts to resolve your complaint and will be shared with the school. By submitting this complaint and the accompanying FERPA Consent and Release Form, you are giving the West Virginia Council for Community and Technical College Education or West Virginia Higher Education Policy Commission permission to contact school officials to discuss a possible resolution to your complaint.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ a notary public in and for said state do hereby certify that \_\_\_\_\_, whose name is signed to the writing above, has this day acknowledged the same before me.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
My Commission expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public

{stamp}

**Council/Commission Use Only:**

Date Received:

CCTCE Jurisdiction?  Yes  No

HEPC Jurisdiction?  Yes  No

Classification of Complaint:  Ac  Adm  Fin  FA  Oth

Mail or Fax all complaints with associated documents to:

Executive Vice Chancellor for Administration  
West Virginia Council for Community and Technical College Education  
West Virginia Higher Education Policy Commission  
1018 Kanawha Boulevard, East  
Suite 700  
Charleston, WV 25301  
Fax: 304.558.5719