

PR-HR-01-02 Attachment A: Student Informal Complaint Resolution Form

Students are encouraged to address an alleged breach of the Policy by seeking resolution and reconciliation via the progressive process as outlined in PR-HR-01-02: RWLE Student Informal Complaint Resolution.

Important notes:

- This form is only to be used when progressive steps have not satisfactory resolved the situation and the alleged breach is being progressed to the Dean or Associate Dean.
- > You may seek support from the Students' Association to complete this form.
- > This form may be supported with copies of the communication(s) from previous processes.
- > Submit the completed form to your program Dean or Associate Dean.
- Retain a copy of the completed form for your records.

Last name	First name	

Email address	

Program name	

Complaint description		
Employee(s) involved		
Desired outcome		
Attach copies from the INFORMAL resolution process	A copy of relevant documentation (i.e emails, notes, or letters about the alleged breach including dates and times.)	
Student's signature	Date (YYYY-MM-DD)	

Follow up completed:

Dean/Associate	Date (YYYY-MM-DD)	
Dean signature		

The personal information requested on this form is collected under the authority of the Post-secondary Learning Act and Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. The information collected will only be used for the purposes of delivery and administration of educational training and services. Questions concerning the collection, use or disposal of this information should be directed to the FOIP Coordinator, Medicine Hat College, 299 College Drive SE, Medicine Hat, AB, T1A3Y6, or 403-529-3800 or foip@mhc.ab.ca.