

STUDENT COMPLAINT FORM

SITAL assures you that there will be no reprisals to students submitting complaints. If an investigation is required and, information has to be disclosed to other parties, you will be advised in advance. Decisions are based on evidence provided. Hearsay or third party grievances will not be entertained.

If you are dissatisfied with the outcome of your complaint, you have the opportunity to escalate or appeal the response. Ultimately you may seek a meeting with the Executive Director, or, if this meeting does not satisfactorily address your concern, you are free to contact ACTT for further investigation.

Date: _____

Student's Name: _____ Tel Nos.: _____

Programme/Module: _____

Schedule: _____

Please describe the nature of your grievance. You may staple additional pages if you need to.

Student's Signature

Kindly submit the completed for to your Programme Manager:
Degree programmes - Ms. S. Awai awai.s.@sitalcollege.edu.tt
Certificate and Diploma programmes Ms. G. Mootie mootie.g@stilacollege.edu.tt

Please allow three days for a response from the Programme Manager. If you do not receive a response by this time, contact the QA Administrator, Alana Ramdhan at ramdha.a@sitalcollege.edu.tt.

