

## Non-Academic Complaint/Grievance Form

This form must be completed and submitted to the appropriate individual to initiate a formal complaint. Please complete each section, as this information is necessary to initiate the process and insure quality customer service..

### Inquiry Information

Today's Date:

Name:

Home Phone:

Cell Phone:

Date of Incident:

Student Name:

Student ID:

Program/Class:

Email:

### Inquiry Details

Give a brief statement on the issues or incident in the space provided below. Please include all necessary details as well as names of individuals if applicable.

NOTE: Please attach all supporting documentation.

Signature

RETURN FORM TO:  
Office of Student Affairs  
EAD 246  
3500 Camp Bowie Blvd.  
Ft. Worth, TX 76107

---

For Office Use Only:

Date Received:

Administrative Signature: