

**Getting started:**

**Have you gone through the college's complaint resolution process?**  Yes  No

**If yes,** please submit the written complaint that you submitted to the college, as well as any other documents submitted to or received from the college related to the complaint, and the written decision by the college.

**If no,** please be advised that all colleges are required by law to have a complaint resolution policy. You must first use the college's complaint resolution process, if reasonably practicable, which includes submitting your complaint in writing to the college, before filing a complaint with the Private Career College sDivision.

**Private Career Colleges Division will hold all personal information in confidence.**

**Your name:**

Address:

Home Telephone:

Mobile Telephone:

Fax:

E-mailaddress:

**College name:**

College address:

Program name:

Program start date:

Program end date:

**What is your complaint with the college?**(...as it related to the performance of a student contract, delivery of a program or any other matter governed by the Private Career Colleges Act and its regulations. Include the names of any college officials involved. If you need more space, please attach a seperate document.)

**What do you want the college to do to resolve your complaint?** (If you need more space, please attach a separate document.

**Signature of complainant:**

**Date:**