

FORMAL GRIEVANCE FORM

This form is to be used by students who have a Formal Grievance and have been unable to resolve this informally with the person(s) concerned as per the Academic and Non Academic Grievance Handling Policy. Providing the information below will assist staff at AIB to address your grievance in a timely manner. Failure to provide the requested information may result in a delay in processing your grievance. Please note, students must submit this Formal Grievance Form within 10 working days after completion of the informal grievance process, as described in the abovementioned Policy.

PERSONAL DETAILS

Surname:

First Name: Student ID:

Course Name:

Email: Contact Number:

TYPE OF GRIEVANCE (Please tick appropriate box)

Academic Grievance: Non- Academic Grievance:

DETAILS OF GRIEVANCE

Subject your academic grievance is related to (if any): _____

The following documentation must be attached with this form (Please tick each box once you have addressed the requirements)

1.	Statement specifically including:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
	A. Summary of grievance (date, department, names of persons involved, location of incident (if applicable))		
	B. Previous steps taken to informally resolve this grievance		
	C. Reasons for lodging grievance		
	D. Expectations of AIB response	<input type="checkbox"/>	
2.	Documentary evidence to support the claim		<input type="checkbox"/>

Student Signature

Date

 / /

Date Received

Office Use Only
Office Use Only

NEXT STEP

Receipt of the formal grievance will be acknowledged in writing.

The grievance handling process will commence within 10 working days of the receipt of the formal grievance and all reasonable measures will be taken to finalise the process as soon as practicable.