

Describe your complaint in detail. Specify any dates, staff you dealt with, monies owed, balances due, etc. Use additional paper/space as necessary. Attach any documentation which will help describe the problem and substantiate your allegations, such as an enrollment contract, correspondence with or from the institution, etc. Do not submit original documents as they may not be returned.

Certification

I certify that the above information is true and correct to the best of my knowledge and grant Central Alabama Community College permission to release my name and complaint details to individuals investigating the complaint.

Signature of Complainant

Date

This form may be submitted to the Office of Dean of Students on the Alexander City campus or e-mail to ~~MUUROR@H&C~~ .