

NEW BRUNSWICK

COLLEGE OF CRAFT & DESIGN

457 QUEEN STREET
PO BOX 6000
FREDERICTON, NB
E3B 5H1, CANADA

TEL: (506) 453-2305
TOLL FREE: 1-877-400-1107
FAX: (506) 457-7352
NBCCDRECRUITING@GNB.CA

NBCCD Informal Student Complaint Form

Your Name:	Date:
Program:	ID Number:
Date of incident: Morning Afternoon Evening	Have you tried direct communication with the Respondent? Yes No

Complaint Summary

Please summarize your complaint. Be concise, please keep summary to 1 page max when possible. Include all relevant details and information including names, timelines and specific details regarding your complaint, issue, or concern.

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Next Steps

Student Services will address the complaints concerns with the respondent. If direct communication is unsuccessful in addressing the Complaints concerns:

- The Student Services Manager will contact the Respondent and the Complainant and attempt to resolve the complaint to the satisfaction of the parties concerned;
- The Student Services Manager may also involve other individuals as agreed to by the members of the College community involved;
- If direct communication is unsuccessful or inappropriate, a Complainant may request mediation to resolve a concern or complaint covered in the Code.
- Within five (5) days, the Respondent will be informed of the Complainant's request that the matter be resolved through Mediation. *The Respondent has the right to decide whether to participate in the proposed Mediation.*

I consent to the disclosure of the above information in this form to one or more of the following NBCCD representatives:

Student Services Manager
Academic Dean
Associate Dean
College Director

Signature:

Date:

Admin Only

Next Steps: _____

Date: _____

Initials: _____