



Business Office/Grievance Form

Please submit completed form and documentation to:
V.P. for Finance/Chief Financial Officer
Reid Center
501 College Street
Cuthbert, GA 39840

COMPLAINANT INFORMATION

Student Name: _____ ID: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Year: _____ Term: Fall _____ Spring _____ Summer _____

Student Status: Currently Enrolled ___ Not Currently Enrolled ___ Academic Suspension ___

Academic Level: Freshman _____ Sophomore _____ Junior _____ Senior _____

COMPLAINT/GRIEVANCE INFORMATION

_____ Business Office Policy Complaint

Attach a brief description with the details of the complaint in the clearest possible language and indicate how Andrew College has violated its business office policies. Identify the policy and indicate the time frame in which the violation (s) referenced in the complaint occurred. Material and documentation used to support a complainant's allegations should be limited to and directly related to the reported case. The evidence should state relevant facts and document and support the allegation that the College is in significant violation of the business office policy(s) referenced in the complaint.

_____ Business Office Grievance with Staff Member

A student who has a business office grievance shall meet with staff member in an attempt to resolve the issue. If a satisfactory resolution cannot be reached, the student shall report the grievance and the result of the meeting with the staff member, in writing, to the V.P. for Finance/Chief Financial Officer who, if deems it appropriate, will convene a committee to hear the case.

The committee will consist of the Director of Human Resources and the Dean of Students and will be chaired by the V.P. for Finance/Chief Financial Officer. If one of the regular committee members is involved in the grievance, another appropriate staff member will be appointed. If the V.P. for Finance/Chief Financial Officer is included in the grievance, the student should report the grievance to the President.

I have read the Student Complaint Policy for Andrew College and agree this form and attached documentation constitutes my formal complaint. I hereby certify that all of the information I have given above is true and complete to the best of my knowledge.

Student Signature _____ Date _____