1- Details of the Complainant

Name & Surname ____________________________________
Student Number _____________________________________
Class ______________________________________________

2- Complaint

I would like to make a complaint about ________________________________________________
(State the general nature of your complaint)

3- Complaint Details

Please provide specific details of what your complaint is about, when the matter occurred, why you weren't satisfied with any informal resolution proposed and what your expected outcome is. Please provide as much detail as possible. If necessary, you may attach extra pages to this form.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

4- Authorization

I hereby authorize Yaşar University School of Foreign Languages English Preparatory Class to investigate my complaint.

Signature: ________________________________
Date: ________________________________
5- Complaint Action
Complaint received by:
Date:
Complaint addressed by:
Complaint circulated to:
Meeting date and attendees (if applicable):

Comments:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

6- Complaint Outcome
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

7- Authorization
This complaint process has been finalized and all the parties involved have been informed in writing of the outcome, including their right to appeal the decision.

Signature of the Director:

Date: