

Student Employment Grievance Form (Attachment I)

Instructions: Complete this form providing details of your grievance. Sign the form, make two copies and place the copies in two separate envelopes. One envelope should be given to your immediate supervisor; the other envelope should be given to the head of the department. Keep a copy for your file.

Student Name Student ID Number

Date of Submission

Immediate Supervisor's Name

Department Name

Nature of Grievance (Please prepare a statement explaining your grievance):

List any witnesses to support your grievance:

Name

Name

Name

Student Signature