

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
**Academic and Student Services**  
**Office of Proprietary School Licensing and Services**

200 West Jones Street  
Raleigh, North Carolina  
Mailing Address:  
5001 Mail Service Center  
Raleigh, North Carolina 27699-5001

Phone: (919) 807-7061  
E-Mail: [corls@nccommunitycolleges.edu](mailto:corls@nccommunitycolleges.edu)  
Website: <http://www.nccommunitycolleges.edu>

**STUDENT COMPLAINT FORM**

1. Describe the nature of the complaint, including the events or circumstances upon which the complaint is based and the names and titles (if any) of the individuals involved. Attach additional sheets if necessary.

Institution: \_\_\_\_\_

Location: \_\_\_\_\_

Official(s)  
Involved: \_\_\_\_\_

Description:

What do you want the institution to do?

2. Attach documentation that a reasonable effort has been made to resolve the complaint directly with the institution.
3. Attach any evidence bearing on the issue.
4. Sign and return this form and the required documentation to the above address.

I hereby grant permission to the Office of Proprietary Schools to forward a copy of this complaint to the institution for a response. I certify that the information I have provided is correct to the best of my knowledge.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_