

# FO/PS/Complaint-C/01

Please complete all fields so your complaint may be directed to the proper sections of the concerned party. Sign the form and send it to: The Director, Fiji Higher Education Commission, P O Box 2583, Govt, Buildings, Suva or email it to [fhec@govnet.gov.fj](mailto:fhec@govnet.gov.fj) or **(we need to get a complainants email address)**

Complaints may be submitted anonymously; however, unless you include your contact information and sign this form, FHEC will be unable to investigate your complaint or respond back to you regarding the subject matter. **Please retain a copy of your complaint, including any attached materials, for your records. Do not send original documents, they will not be returned. Send copies.**

**NOTE: Please take note that you need to follow internal grievance procedures first before a complaints is lodged with Fiji Higher Education Commission.**

**SECTION 1: PERSONAL INFORMATION**

Your full name :	Expected year of graduation( if student):
Mailing address:	Major:
Residential Address:	Your preferred email address:
Telephone:	Preferred method of contact: <input type="checkbox"/> email <input type="checkbox"/> phone <input type="checkbox"/> Mail
Your Student ID No. (if applicable)	Last date of attendance (if not currently in attendance at of the Higher Education Institute):

**SECTION 2: INFORMATION ABOUT YOUR COMPLAINT**

First date on which the events or issues occurred:	Name(s) of the persons involved:
<p>Please describe your complaint in detail. Include the names of persons, locations, and dates involved. Use additional sheets if you need more space. If this complaint is against specific person(s), please list their names and titles.</p>	
<p>What attempts have you made to resolve this complaint up to now? Please state who you contacted and what transpired.</p>	

Why do you think the complaint was not able to be resolved in your prior attempts?
What resolution would you consider fair? What resolution do you seek?
Any other information you want to provide?
Is there any person who you do NOT want to be told of your complaint? (Keep in mind that it may be difficult to resolve if those involved cannot be asked to explain or respond).

**I hereby certify that the above information is true and correct to the best of my knowledge and belief. I grant permission for this complaint to be forwarded to FHEC officials for purposes of investigation and response.**

Signature:

Date:

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