



Grievance Form

Lodgement Instructions

- Use this form to help clarify concerns and options for grievance resolution before making a form appeal.
- If the appeal has not been resolved by an initial discussion with the parties concerned, then this form must be used.
- The completed form should be forwarded to College for the attention of the Managing Director.
- The entire grievance process observes confidentiality and rules of right of appeal in order to ensure fairness to all parties.

Student Name _____

Student ID _____
(Starts with BC)

Course/program in which your enrolled _____

Phone _____ Email _____

Tick the type of grievance which applies to your situation:

Physical abuse Verbal abuse Sexual harassment Intimidation/bullying

Racial discrimination and/or harassment Other (please explain)

Date and time of the incident _____

Has any attempt been made to resolve grievance? (give details)

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The incident occurred:

At a theory venue During an on water practical session

Other (please specify)

Your grievance is

Your suggestions for resolving this grievance are?

What outcomes are you hoping for from this process?

Signature and declaration:

I hereby confirm the information provided within this form to be true and correct and I authorise NMC staff to obtain further information with respect to my grievance, and if required, proceed with resolution of my claims.

Signature of student

Date