



# STUDENT COMPLAINT FORM

Complaints will be processed by the Student Service upon submitting signed *Complaint Form*. Normal processing time for complaint is three (3) working days; however the time to process your complaint may increase to five (5) days or longer during peak periods.

**Maldives Polytechnic**

Rehendhi Hingun

Male', Maldives

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Student name

*Please write in BLOCK CAPITALS*


Student ID

National ID

Contact address: \_\_\_\_\_

Contact phone numbers: \_\_\_\_\_

mobile

Home/others

Course: \_\_\_\_\_

Year joined: \_\_\_\_\_ Semester: \_\_\_\_\_ Term: \_\_\_\_\_

## Student Information

## Course Information

## Details of Complaint

Please provide details of your complaint. Include dates, persons, and any pertinent information to resolve your complaint. Use additional pages if needed

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Have you attempted to resolve this matter with the institute? Yes  No

If yes, with whom did you speak?

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

Date of Communication: \_\_\_\_\_

What were the results of this communication?

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

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

### For Office use only

Staff receiving: \_\_\_\_\_

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

Date & Time: \_\_\_\_\_

Date & Time: \_\_\_\_\_