BELCROFT UNIVERSITY

Waters Edge Office Center, 2963 Gulf To Bay Blvd, Suite# 120, Clearwater, FL - 33759
admissions@belcroftuniversity.com
+1 (813) 772-3772

Student Complaint and Grievance Form

Student Information

Student Name:	Student ID Number:
Program of Study:	Telephone Number:
Email Address:	Date Complaint Filed:
Address:	City/State/Zip:

Complaint Information

Type of Complaint (check one):

☐ Academic Matter ☐ Grade Appeal ☐ Student Services ☐ Financial/Billing
☐ Admissions ☐ Discrimination/Harassment ☐ Disability Accommodation
☐ Conduct/Disciplinary Matter ☐ Other: _____

Date of Incident: _____/_____/_____

Individuals Involved

Name(s) and Title(s) of person(s) involved:

_____

_____

Description Of Complaint

Describe the complaint in detail. Include dates, locations, actions, and relevant facts.

_____

_____

_____

_____

_____

Informal Resolution Attempt

Have you attempted to resolve this matter informally? ☐ Yes ☐ No

If yes, explain whom you contacted and the outcome.

_____

_____

_____

_____

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Supporting documentation

Attached Documentation:

☐ Emails ☐ Letters ☐ Screenshots ☐ Academic Records ☐ Financial Records

☐Other: _____

Requested Resolution

Describe the corrective action or remedy requested.

_____

_____

_____

_____

_____

Student Certification

☐I certify that the information provided in this complaint is true and accurate to the best of my knowledge.

Student Signature: _____ Date: _____/_____/_____

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= **For University Use Only**

Complaint Number	
Date Received	/ /
Received By	
Acknowledgment Sent	
Investigator Assigned	
Decision Issued	

Outcome Summary:

_____

_____

_____

Notice Regarding External Complaints

Students must exhaust Belcroft University's internal grievance procedures before filing a complaint with the Florida Commission for Independent Education (CIE).
Florida Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
Phone: (850) 245-3200
The Commission reviews complaints relating to institutional compliance with Chapter 1005, Florida Statutes, and Rule Chapter 6E, Florida Administrative Code.