



REAL ESTATE EXPLAINED
Giving YOU the Knowledge

COMPLAINT / GRIEVANCE FORM

*Please complete the following correctly so that your complaint can be processed promptly
All complaints must be made in writing in accordance with the REE Access and Equity Policy.*

Applicant's Name: _____

Address: _____ Student ID # _____

Mobile # _____ Work # _____

Email Address: _____

1. Name of your course: _____

2. Name of the person the complaint is made against: _____

3. Is this person a *(please circle)* fellow participant / REE trainer / REE staff member

4. Date of alleged discrimination / harassment: ____/____/____ approx time _____am / pm

5. Provide an accurate and specific reason for complaint being lodged (please attach a separate page if you require more space).

6. What action was taken to correct the problem at the time of the incident?

Student's signature: _____ Date: ____/____/____

Office Use only

Date, time of incident	/ / am/pm
Was the person given all available information	YES NO
Complaint was made to whom	
Action taken	
Follow up requirements	
Recommendations	