



HORIZON
UNIVERSITY

GRIEVANCE FORM

Section 1: Personal Information

Full Name: _____

Major: _____

Expected Year of Graduation: _____

Address: _____

Email: _____ Phone: _____

Preferred Method of Contact:

Email

Phone

U.S. Mail

Section 2: Information about your complaint

First date on which the events or issues occurred _____

Name(s) of the person(s) involved:

Horizon University



Please describe your complaint in detail. Include the names of persons, locations, and dates involved. If this complaint is against specific person(s), please list their names and titles:

What attempts have you made to resolve the complaint up till now?

What resolution would you consider fair? What resolution do you seek?

Any other information you want to provide?