

FRANCIS MARION UNIVERSITY

Division of Student Affairs

Non-Academic Student Concern or Complaint Form

Information and assistance in completing the concern or complaint statement may be obtained from the Dean of Students Office. This form, when completed, should be presented to the Student Affairs Office located in the Smith University Center, Room 205.

Student Name: [Redacted] Date: 11-20-15

Local Address: 5130 East Palmetto Street
Campus # 1072

Home Phone: [Redacted] Cell Phone: _____

Incident Date: 11-18-15 - 11-20-15 Student(s) and/or Staff Member(s) Involved: [Redacted]

[Redacted] and Financial
assistance office

Brief Description of Concern/Complaint: (Use back of sheet if necessary)
Incorrect information about Financial
aid as well as an altered
document concerning Financial aid
package after I signed it.

Student Requests Remedy/Relief as follows: ~~Resolved issue~~

I want to resolve the issue
and if possible be given what I signed
for in the altered document

I hereby attest that the above information is true to the best of my knowledge.

[Redacted Signature]
Student's Signature

11-20-15
Date



STUDENT AFFAIRS
FRANCIS MARION UNIVERSITY

Non-Academic Complain/Concern Meeting Notes

Student: _____

Date: 11-20-15

There was a miscommunication regarding the students reward

- Apology from Student Financial Services

- I explained the process

- Matter resolved: