



**Student's Allegation Form**

This form is designed for use by any student who wishes to make a formal complaint about a service(s) or member(s) of staff and faculty within the University where it has not been possible to resolve the problem directly with the respective Faculty Dean/Coordinator/Administration:

Date:

Section- 1: Student's Information			
Name (Block Letter):		Student's ID:	
Program:		Batch:	Current Semester:
Mobile:		E-mail:	
Address:			

Section 2: Information about your complaint	
Subject of Allegation:	
Date on which the incidents/issues occurred:	Time Incident Occurred:
Location:	Area of Complaint (please tick which is concerned from below)
<input type="checkbox"/> Administrative Staff <input type="checkbox"/> Computer Lab <input type="checkbox"/> Library <input type="checkbox"/> Canteen <input type="checkbox"/> Faculty <input type="checkbox"/> Office Assistant <input type="checkbox"/> Parking	
Name(s) of the person(s) involved:	
Designation:	

Section 3: Details about your complaint
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.
If there were any Witnesses, list them here:
Has this Incident occurred before? [Tick Marks (v)]: <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details of previous occurrence:

Have you attempted to resolve this Incident before? [Tick Marks (v)]     Yes     No  
If yes, what were the results?

What is the desired resolution you are seeking for this Incident?

Please share any additional information and opinion you would like considered:

**Declaration**

I hereby certify that the above information is true and correct to the best of my knowledge and belief. I request for permission of this complaint to be forwarded to higher authority for purposes of investigation and response.

\_\_\_\_\_  
Student's Signature with Date

- NB:**
- 1) You may attach additional documentation with this document, if necessary and relevant to this complaint;
  - 2) Enveloped and submit it to "Student Affairs Office" placed in main campus;
  - 3) Please keep a copy of this form and any documents you send with it for your own reference.
  - 4) Please read the university's rules and regulations which is available at [www.wub.edu.bd](http://www.wub.edu.bd) or booklet provided to you during orientation program before you complete the form.