



New Brunswick Indigenous Career College

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*“Your Training – Your Future,
Soar to New Heights”*

Office Use Only

To be completed by the department manager where complaint originated. Check as completed.

- Acknowledgement of receipt was sent to student and copy to Manager of Student Development.
Date Sent: _____
- Results of review and applicable recommendations was communicated to student (within 15 business days)
Date Sent: _____ (copy to RD as FYI)
- If no appeal is received by RD within 5 business days of communication sent, formal complaint is closed.

Manager of Student Development (MSD) logs the complaint and forwards this form and/or complainant's email submission to appropriate manager.

*Informal Process: Address issue directly with person/s involved