



COMPLAINT FORM

Date: _____

Your Contact Information: You may remain **anonymous** if you choose. However, it is most beneficial if we have the ability to contact you for additional information and/or clarification of the issues you are reporting.

Name: _____

Phone Number: _____

E-mail Address: _____

Home Mailing Address: _____

Your employer: _____

Work Phone: _____

Work Address: _____

How would you prefer we contact you?

What is your relationship to New College?

- Current employee
- Former employee
- Current Contractor
- Former Contractor
- An applicant with New College
- Other (please specify):

please scroll down

Has this issue been reported to any other party: Yes No

If yes, please provide the party's contact information:

Please explain if any actions were taken:

COMPLAINT INFORMATION

Who committed the alleged violation(s)?

Name: _____

Employer, business or organization: _____

Position Title: _____

Phone #: _____

E-mail Address: _____

Mailing Address: _____

Please explain your complaint, to include:

- A description of the concern in sufficient detail to enable our office to understand what occurred, when it occurred, and the basis for your allegation.
- What specific law, rule, regulation, policy or procedure you believe is, or has been, violated.
- Whether the alleged actions are ongoing.
- Name(s) of witness(es) and their contact information, if known.

Please include any supporting document(s).

All documents and attachments submitted with this complaint are subject to public inspection pursuant to Chapter 119, FS, unless one of a limited number of specific exemptions applies.

Have you retained an attorney: Yes No

Have you filed suit in court: Yes No

Please explain what would satisfy your complaint.

Please note that not all concerns may be actual violations of the law or regulation. You will receive notification with the results of the complaint review, if we have your contact information.

To file the complaint, save this document and attach and email to: complaints@ncf.edu or mail to:

Complaints

COH 211

5800 Bay Shore Road

Sarasota, FL 34243