

Letter of Complaint, Students' Appeal Review Committees, NKUHT

Date received : date month year receiver :

Name of applicant		Identification No.		Sex	
Date of birth	date	month	year	Contact Tel.	
Department		Grade		Class	
Postal Address					
1. Fact and reason of complaint:					
2. Hopes of compensation:					
3. Attached documentation and evidence: (binding as appendix according to the order listed)					
All the content described above is confirmed to be true.		Signature of applicant			
Remarks	1. The column with the thick line shall be filled in by the applicant. If additional writing space is required, extra sheets of paper may be included providing that they include the signature of the applicant. 2. When the complaint is proposed, if the applicant appeals for the event appealed against or related items, he/she shall report to the university to report to the committee. The committee shall stop the review and notify the applicant when full knowledge has been acquired regarding the things mentioned above according to the report above or responsibilities; reviews shall continue under written application of the applicant when the reason for stopping has been eliminated and written notice to the applicant shall be given. These complaint cases such as punishments including leaving school or school expulsion are not proper under the item.				
Opinion from original unit/section of punishment, measure or resolution: (this column shall be filled in by the original unit/teacher of punishment, measure or resolution or attached with the document)					
Date		Signature of original unit/section of punishment, measure or resolution			

amended on November, 2011