

The Open University of Sri Lanka

Student Complaint Form

If an OUSL student intend to lodge a formal complaint, he/she should use this form. Duly completed student complaint form should be sent to **'The Vice Chancellor, The Open University of Sri Lanka, Nawala, Nugegoda'** either by registered post or by hand, in a sealed envelope marked 'Student Complaint, Confidential'.

A. Nature of your Complaint (Tick \checkmark appropriate box/boxes)

All forms of ragging	
Threats and Intimidation	
Harassment	
Assault	

Sexual harassment	
Gender based violence	
Bullying	
Others (Please specify below)	

If others, specify:

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B. Detail of incidents that took place (student should provide all the details)

[Attach additional pages if necessary]

B1. Clearly state the date(s), time(s) and place(s) of the incident(s):

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B2. Describe Your Complaint *[also provide name/s or maximum identity of the student/s who made you to undergo the said difficulties]:*

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B3.State all available evidences / eyewitnesses, if any, to support your complaint
(Also attach the available evidences, if any, with this complaint):

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B4.Any other details / description / concerned about the incident (if any):

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C. Declaration and Personal Details of the Complainant *(If more than 1 student is making this complaint, all must provide following details with their signatures)*

I / we declare that to the best of my/our knowledge all the information/details provided by me/us are true, accurate and complete. AND, I / we are aware that,

- if all requested details under A, B1, B2 and C above are not provided by me/us, the complaint becomes invalid and the university is not bound to take any action.
- a complaint lodged with all required details will be investigated and I/we should fully cooperate with the University in the investigations.
- if complaint is found to be false or malicious, I/we may be subjected to disciplinary procedures.

Full Name	Registration No. and S. Number	Registered Programme(s)	Telephone No. and Email	Permanent Address	Signature

Date: