



# NOTICE OF GRIEVANCE FORM

## Section 1: Griever's Information

Last Name:		First Name:	
College of Registration:	Program:	Year of Study	Student Number:
Mailing Address - Street:			Apartment #:
Town/City:	Province:		Postal Code:
Daytime Telephone:	Email Address (for students in conjoint programs this must be your mail.utoronto.ca address):		

## Section 2: Grievance Information

Please enter a response in each of the boxes below. You may, on a separate page or pages, submit a statement prepared by you or your counsel/representative, setting out additional information relating to any point below.

Grievance Concerning:	Date(s) of Incident:
Please give a brief description of the background to the grievance (i.e., in your own words describe what happened).	
References regulations or policies that support your grievance, if applicable.	
Please give a brief statement setting out the grounds of your grievance (e.g., medical, compassionate, etc.).	



Section 2: Grievance Information (continued)

Remedy Being Sought:

Section 3: Legal Counsel or other Representative Information

Have you retained Legal Counsel or other Representation? [ ] No [ ] Yes If yes, please provide the information below. Last Name: First Name: Name of Law Firm (if applicable): Mailing Address Street: Apartment #: Town/City: Province: Postal Code: Daytime Telephone: Email Address

Section 4 – Check List

- [ ] The Notice of Grievance form: completed using the fillable PDF function and signed with an original signature. [ ] Documentary evidence to support your grievance (e.g., medical certificate, email correspondence, petition forms, etc.). [ ] Additional pages relating to Section 2 above, if applicable.

Section 5 - Declaration

I certify that the information I have provided in this form is true, complete and accurate in all respects. I have read the Toronto School of Theology Grievances Policy.

Griever's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Personal information is collected for the purpose of admission, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. Your personal information will be protected at all times.

If you have questions please contact the TST Registrar, Toronto School of Theology, 47 Queen's Park Crescent East, Toronto, ON, M5S 2C3 or call 416-978-4040.