Tzu Chi University
Student Grievance Procedure Form

_____
Last or Family Name First Middle Student ID#

_____
Phone Number Email Address

Academic Department/Institute: _____

1. The reasons for this petition:_____

2. What was the notice from the unit level you received? _____

   What was the date you received it? _____

3. If known, state the specific law, policy, or rule alleged to have been violated or inappropriately applied:_____

4. State the remedy or relief you are requesting:_____

5. Provide a description of the evidence supporting the grievance (numbered and attached):
   (1) The written notice from the unit level
   (2) Other

Signature: _____ Date: _____

Note:

1. Complainant shall notify Committee after bringing lawsuit against TCU, and this committee will suspend the grievance procedure instantly. Once Complainant discontinues lawsuit, and refiles the written grievance, this committee shall restart the grievance procedure. The aforementioned procedure is not applicable to dismissal, expulsion, or similar case.
2. Based on Personal Information Protection Act ("Law"), to facilitate the reconsideration, appeal or administrative remedy, TCU needs to collect Complainant's name, Department/Institute, Student ID#, mail address, phone number, email address, and personal description of the action(s) being grieved. If the information is incomplete, it may affect Committee's communication with related unit or department for resolving grievance. TCU will comply with laws regarding collection, processing and use of personal information, so as to prevent harm of Complainant's rights. Should Complainant need to review, make supplements or corrections, change or delete, stop collecting or processing of Complainant's personal information, please contact the Office of the Secretariat (03) 856-5301, #1012.