

AIMS EDUCATION (Main)

4500 New Brunswick Ave

Piscataway, NJ 08854

(908) 222-0002



Excellence & Success

AIMS EDUCATION (Edison)

2672 Woodbridge Ave

Edison, NJ 08837

(908) 222-0002, Ext. 400

Student Complaint / Grievance Form

Today's Date: _____

AIMS Education strongly encourages all students to attempt to resolve any issues or disputes with the involved parties prior to submitting this form. To submit a formal complaint, you must complete and submit this form via email to studentaffairs@aimseducation.edu or in person to an academics and student affairs administrator.

Student Name: _____**Student ID:** _____**Program:** _____**Instructor:** _____**Phone:** _____**Email:** _____**Details of Incident****Date(s):** _____ **Time (if applicable):** _____**Location:** _____**Full names of all individuals involved including witnesses***Please label the witnesses.***Description***Provide as much detail as possible regarding the incident.*

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Description continued...

Desired Outcome

How do you want this issue to be resolved?

History of Incident

Describe any previous steps take to resolve the issue and individuals contacted (include dates/times).