**Initial Review**

Office of Higher Education

450 Columbus Boulevard, Suite 510

Hartford, CT 06103-1841

[www.ctohe.org](http://www.ctohe.org)

**Note: This is not a complaint form. This is a preliminary collection of facts to familiarize us with what issues prompted you to contact the Office of Higher Education. We do not accept anonymous complaints.**

Student Name:

Street Address:

City:       State:       Zip:

Daytime Phone:

Email:

Institution Name and Address:

Is your issue related to an online program? Yes  No

Why are you contacting the Office of Higher Education?

Who are the people/staff at the school with whom you have worked try to reach a resolution?

What is your school’s grievance process?

Have you completed every step of the process prior to contacting us? Yes  No

How would you like this matter resolved?

Email the completed form to [pcs@ctohe.org](mailto:pcs@ctohe.org)