WIOA ETPL – STUDENT COMPLAINT

WIOA Participants must fill out this form in order to log an official complaint against an institution that appears on the *Statewide Eligible Training Providers List (ETPL)*. The completed form must be submitted to the following:

Tennessee Department of Labor & Workforce Development
Division of Workforce Services
Attn: Ryan Allen
220 French Landing Drive, Floor 4B
Nashville, TN 37243
Fax: (615) 741-3003
This form can also be sent to: Ryan.Allen@tn.gov

STUDENT INFORMATION:

Student Name

Email Address

Telephone – Home (include area code)

Address – Street Number and Name

Telephone – Cell (include area code)

Address – City, State, and Zip

INSTITUTION INFORMATION:

Name of Institution involved in the complaint

Institutional representative/employee involved in the complaint

Institution phone number (include area code)

Email address of involved institutional representative/employee

Institution Address (street, city, state, zip)

COMPLAINT INFORMATION:

Select which category best describes the nature of your complaint: Select Category

Have you notified additional Agents of the institution about your complaint? ☐ **Yes** ☐ **No**

If yes, who did you contact (provide name & title): _____

_____

Has the institution addressed your complaint? ☐ **Yes** ☐ **No**

If yes, briefly describe the institutional response to your complaint:

WIOA ETPL – STUDENT COMPLAINT

Describe the nature of your complaint using the space provided below in as much detail as possible.

PLEASE NOTE THAT BY SIGNING AND SUBMITTING THIS FORM (VIA EMAIL OR REGULAR MAIL), YOU ARE ACKNOWLEDGING THAT ALL OF THE INFORMATION PRESENTED IS ACCURATE AND NOT FRAUDULENTLY REPORTED.

Electronic Signature (for Electronic Submissions) ☐ **Yes** ☐ **No** **Date:** _____

If submitting this form by mail, then a signature is required below.

_____ _____

Student Signature Date