

AABInternational

Aviation Accreditation Board International

115 South 8th Street ♦ Suite 102 ♦ Opelika, AL 36801 ♦ P (334) 748-9359

COMPLAINT SUBMISSION

Contact Information (Note: AABI will not share the contact information below with any outside entity, and will remove this information prior to using or sharing the details of the complaint with appropriate stakeholders)					
Full Name			Phone: Email:		
Address					
City		State		Zip	
					
Institution Information					
School Name					
School Address					
City		State		Zip	
Name of Program		Program Start Date		Program End Date	
Degree Level:	Associate	Baccalaureate	Master	Doctoral	Other
Current Status:	Attending	Graduated	Terminated	Other	
Complaint Information					
Student/faculty member/other stakeholder must have followed all available complaint/grievance procedures established by the institution, prior to submission of this form.					
Date(s) of occurrence: _____					
Did you follow the school's complaint/grievance procedures to resolve the matter with the institution? _____ Yes _____ No					
Whom did you contact? _____ Date contacted: _____ (Continue on separate sheet if necessary.)					
Provide a detailed description of your claim and what steps you have taken to resolve the complaint. Specify pertinent dates, times, and full names of all involved, as well as the actions taken by both the student/faculty member and the institution to resolve the matter. Attach additional pages, if necessary, along with legible copies of all relevant documentation. Indicate how you would like to see the matter resolved.					
By signing and submitting this form, you are giving AABI permission to contact school officials and other agencies or persons, with the de-identified details of your complaint.					
The information given in this complaint is true and accurate to the best of my knowledge.					
Signature: _____ Date: _____					

**Please return form by email to getaccredited@aabi.aero, by fax to 334-748-9360
or by mail to 115 S. 8th Street, Suite 102, Opelika, AL 36801**