## Appendix 4: Student Complaint Form

Student Complaints Form

Please type below and boxes will expand Request addressed to (name/position)

|  |
| --- |
|  |

Student Name

Student id number

Programme

Year and stage (e.g. 2013/14, stage 3)

Please conduct a review of my complaint described below. I have read the University's Student Complaints Policy, and I confirm that I have already tried to resolve the matter locally.

Signature:

My complaint is:

In an attempt to resolve my complaint locally I have already communicated with the following people:

This is what happened, and why it did not resolve my complaint:

This is the evidence supporting my complaint, and I have attached copies of any relevant documents:

To resolve my complaint, I would like the following to happen[5](#bookmark0):

Date

5 If you are asking for some financial redress, you must say what the figure is, and explain in detail, with supporting evidence, what financial loss you have incurred