

First Name: _____ Family Name: _____
Student ID: _____

Address: _____ Contact Number: _____
Date of Birth: / /
Email address: _____

Complaint or Appeal relates to an: Academic Matter Non-academic Matter

Please provide a statement giving full details of your complaint or appeal. What to include in your statement:

- The name(s) and title of person(s) involved (include the name of any witnesses);
- Dates and times of events;
- The name of any person or organisation you have approached in relation to your complain or appeal;
- The effects the complaint or appeal has had on you,
- Copies of any documents relating to your complaint or appeal (e.g. witness statements).

*******Office use only*******

Date received: / /
Acknowledgement letter sent on: / / (must be within 5 working days)
Grievance Register completed? Yes Complaint ref. number: _____

Comments: _____

Signature: _____ Position: _____