

Please ensure that you have read the Faculty of Education's Student Grievance and Complaints Policy and Procedure that you have attempted to resolve the grievance informally before submitting this form.

This form should be sent to a Faculty of Education Senior Manager (who has not already been involved in the process). If you need advice on whom to send this form to, please contact your Programme Manager.

Please keep a copy of this form for your records.

SECTION A - YOUR DETAILS

First name:		Surname:	
Programme:		Year of study:	
Student Number:			
Email:			
Telephone:			
Details of anyone acting on your behalf:			

SECTION B – NATURE OF THE GRIEVANCE

(Use an additional sheet if necessary.)

Please set out the details of your grievance below:

SECTION C - AN OUTLINE OF THE ACTION YOU HAVE TAKEN SO FAR

Please outline the steps you have already taken to resolve your grievance informally:

With whom was the complaint discussed?	
Date:	
What was the outcome?	
Please state why you believe the matter remains unresolved:	

SECTION C - DESIRED OUTCOME

Please state the outcome you desire from the grievance below:

Please list any evidence supplied with this form in support of your claim:

SECTION D - DECLARATION

I believe that the above information is accurate.

Signature: Date:

FOR OFFICE USE ONLY:

INITIAL INVESTIGATION	
Case Established? Yes/No	
Reason(s) for decision:	
Notes of Grievance Meeting	
Outcome of Grievance Meeting	