

If you intend to make an informal complaint about the delivery and quality of services received, or about the delivery of teaching/supervisory provision or any other matters relating to a programme of study, you should use this form to put forward your case.

You can send this form to a member of staff on your programme of study or a member of staff in the Faculty of Education. You may submit a complaint anonymously, but this is likely to impede any outcome and communication of that outcome to you.

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 COMPLAINT

(Use an additional sheet if necessary.)

Please set out the details of your complaint below:

SECTION C - DESIRED OUTCOME

Please state the outcome you desire from the complaint below:

SECTION D - DECLARATION

I believe that the above information is accurate.

Signature: Date:

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

FOR OFFICE USE ONLY:

Notes of meeting with student:

Outcome of meeting with student: