

Student Complaints Form



Students should attempt, in the first instance, to resolve a concern by using a direct and informal approach to the individual concerned wherever possible.

If a complaint includes allegations about another individual, that person will be provided with a copy of all relevant documentation, including a copy of this completed complaint form.

YOUR DETAILS

Full name:

Student ID:

PERMANENT POSTAL ADDRESS

Where you can be reached at any time of the year

Street Number and Name:

Province:

Town/City:

Country:

Telephone:

Email:

Cell Phone:

TERM POSTAL ADDRESS

Your address during term time including summer school (only required if different to permanent address)

Street Number and Name:

Province:

Town/City:

Country:

Telephone:

Email:

Cell Phone:

NAME OF DEPARTMENT

Department / Programme:

Year:

TYPE OF COMPLAINT

Academic

Non-Academic

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DESCRIBE YOUR COMPLAINT (ATTACH ADDITIONAL PAGES IF NECESSARY)

WHAT STEPS HAVE YOU TAKEN TO RESOLVE YOUR COMPLAINT?

WHAT IS YOUR DESIRED OUTCOME?

Student Signature: _____

Date: _____

Office Use Only

Date Received: _____ File Number: _____ School/Faculty/Division _____