Student Complaint Form: Stage 1

# Request to a Head of Department or Head of School to review a complaint

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| **Request addressed to:** |   |
| **Student name:** |   |
| **Student ID number:** |   |
| **Programme and stage the student is studying:** |   |
| **Email address:** |   |
| **Date:** |   |

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| Please review my complaint described below. I have read the College’s Student Complaints Policy, and I confirm that I have already tried to resolve the matter locally. |
| My complaint is: |
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| In an attempt to resolve my complaint locally, I have already communicated with the following: |
|   |
| This is what happened and why it did not resolve my complaint: |
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| This is the evidence supporting my complaint (copies of relevant documents should be attached): |
|   |
| To resolve my complaint, I would like the following to happen: |
|   |

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| **Student’s name:** |   |
| **Date:** |   |
| **Student’s signature:** |  |