



Student Complaints Form

Student Complaints Form

Title Forenames..... Surname.....

Correspondence Address.....

Postcode.....Daytime/Mobile No.....

Email Address

Student Identification Number

Course/Year..... Course Tutor.....

Details of the Conflicts/Complaints

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Details of attempt/s to resolve the complaint informally

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Who did you discuss the complaint with?

Post title..... Date discussed (dd/mm/yyyy)

What was the outcome?

- Version: 7.24
- Issue date: 16.01.2024
- Review date: 16.01.2027

Data protection

I hereby consent for any sensitive/confidential personal data, such as counselling records, held by the School of Business & Management to be made available to the Student Complaints Officer for use as evidence or supporting documentation as appropriate. I understand that as part of the investigation into my complaint, the Student Complaints Officer may be required to share this information with other staff on a need-to-know basis. I declare that to the best of my knowledge all the information I have supplied is true, accurate and complete. I give my consent for information in this Student Complaint form and attached documents, and personal data held elsewhere within the College, to be shared with relevant members of College staff on a need-to-know basis for investigating my complaint.

I confirm that the information provided on this form is true and correct and in submitting this form I consent for the information provided in this form to be used as detailed below and I understand that School of Business & Management;

- will not accept complaints from third parties or anonymous sources;
- will deal with any complaint that it believes to be malicious and unfounded under the provisions of its Student Disciplinary Policy;
- will hold some elements of the information I have provided on an electronic database;
- may need to share the information I have provided with other persons or organisations as part of any investigation to resolve my complaint.

☐ Please check this box to confirm that you agree with the declaration

Declaration:

I declare that the information given in this form is true and that I have consulted the Procedure before completing the form.

Signed:**Date:**

(An electronic signature is acceptable)

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