**Appeals / Complaints Form**

**Please note that this form is for use to make any complaints or academic appeals**

# Section 1- Complainant Details

|  |  |  |
| --- | --- | --- |
| **Full Name** |  |  |
| **Address** |  |  |
| **Postcode** |  |  |
| **Telephone No** |  |  |
| **Email** |  |  |
| **Department applicable)** | **(if** |  |
| **Programme of study** |  |  |
| **Date of complaint** |  |  |

# Section 2- Details of Complaint

***Please try to layout clearly and concisely what you are complaining about and why***

|  |
| --- |
|  |

***Please indicate the remedy you are seeking to your complaint.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature Date:** | **of** |  | **Complainant:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **For Office Use Only:**  **Date Received:**  **Acknowledgement Reference Number:** |  |  | **Sent:** |