**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:**  |