

# Student Complaints Form

**Formal request to the Managing Director to review a complaint**

Name:	
Student ID Number:	
Teacher/Staff Member involved:	
Date:	
Complaint regarding (please circle):	<p style="text-align: center;">Accommodation Teaching Office Staff Facilities Other</p>

*Please conduct a formal review of my complaint described below. I confirm that I have already tried to resolve the matter informally.*

My complaint is:

In an attempt to resolve my complaint informally I have already spoken to the following people:

This is what happened, and why it did not resolve my complaint:

This is the evidence supporting my complaint, and I have attached copies of any relevant documents (if needed):

To resolve my complaint I would like the following to happen:

**Signature** .....

**Name** .....

**Date** .....

Action taken or/and people informed **(Office use only)**

Final Outcome **(Office use only)**

**Signature** .....

**Name** .....

**Date** .....