**Your details**

|  |  |
| --- | --- |
| **Name**:  |  |
| **Address**:  |  |
| **Email**:  |  |
| **Telephone**:  |  |

**Students Only**

|  |  |
| --- | --- |
| **Student No**:  |  |

**Details of your complaint**

|  |
| --- |
| **Date incident occurred:**  |
| **Please provide a summary of your complaint below.**  |
| **What have you already done to try and resolve your complaint?**  |
| **What issues do you believe have not been resolved?**  |
| **Describe what actions could be taken in order to effectively deal with your complaint.** |
| **If you are submitting a complaint more than six months following the incident, please provide a brief explanation for the delay.**  |

**FOR INTERNAL USE ONLY.**