**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.**