

Complaint Form

Name:.....

Student ID Number:.....

Nature of Complaint:

(Please refer to any available evidence if appropriate and attach any relevant documentation in this respect to this form)

Please detail any action already undertaken to achieve a remedy.

(Attach any relevant documentation in this respect to this form)

Response Received

Why does ongoing dissatisfaction remain?

Please detail your preferred solution

Signed:.....

Date:.....

For Official Use Only:

Date of Receipt of this Complaint:.....

This form is copied to:.....

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