**Level 2 Complaint Form**



**Formal request to a Head of School/Service to review a complaint**

**Please type below and the boxes will expand**

Student Name

Student id number

Course

Year

Please conduct a formal review of my complaint described below. I have read the University's Student Complaints Procedure, and 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[[1]](#footnote-1):

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

To resolve my complaint I would like the following to happen[[2]](#footnote-2):

Date

1. Please provide the dates of any meetings or correspondence as well as the date of the conclusion of your informal complaint [↑](#footnote-ref-1)
2. If you are asking for some financial redress, you must say what the figure is, and explain in detail, with supporting evidence, what financial loss you have incurred [↑](#footnote-ref-2)