**Level 2 Complaint Form**

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**Formal request to a Head of Unit 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.

In accordance with the Guide to the General Data Protection regulations, you should only submit data relating to living third parties if it is strictly necessary for the consideration of your complaint. Please don’t include other people’s data if it’s not relevant to your complaint. Additionally, please notify anyone whose data you are including in your paperwork that you are doing so in order that, if they wish to do so, they can contact the University to object to that data being held.

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)