

Complaint Form

Please complete this form either electronically or, if handwriting, please complete in block capitals:

1. Your Details	
Surname:	
First name:	
Contact address:	
Contact e-mail(s) address:	
Contact telephone number:	
Course (inc dates):	
LAMDA ID:	

2. Important information and guidance
<p>You are advised to read through the Complaints and Appeals Policy and Procedures before making a submission, as it contains important information about how your complaint will be handled and respective timeframes.</p> <p>Please complete all the requested information. Please note that incomplete or late submissions will not normally be considered.</p>

List all documentation enclosed with your submission (there is no minimum or maximum limit)

3. Documentation	
No.	Description
1.	
2.	
3.	
4.	

4. Statement of complaint:

(Please write a statement describing the issue(s) of complaint. Your statement should include an explanation of how you believe you meet the respective ground(s) under which you are making your complaint.

5. Desired outcome(s):

(Please specify your desired outcomes or resolutions to your complaint/appeal)

Signature:

Date of submission: