

## Complaints Form

### 1. Your Details

<b>Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Student ID</b>	
<b>International Student</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Nationality (as shown on your passport)</b>	

### 2. Complaint Details

**Write the details of your complaint as clearly as possible below. Try to give specific examples that support your complaint and provide facts such as dates, times and places, including your ideal outcome**  
**Attach extra pages if necessary.**

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3. Supporting documents

**Attach any documents that support your complaint and list these below. Depending on the nature of your complaint you could include copies of the correspondence regarding the complaint, notes from meetings, publicity material, receipts etc.**

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4. Authorisation

<b>Signature</b>	
<b>Date</b>	