Student Complaint Form

NB. Before filling out this form students are requested to read the Student Complaints Procedure in the Student Handbook.

Formal request to the Managing Director, Academic Director or Senior Manager to review a complaint

Student Name	
Student id number	
Course	
Year	
Request addressed to (name/position)	

Please conduct a formal review of my complaint described below. I have read the LCCA Complaints Procedure and I confirm that I have already tried to resolve the matter informally.

My complaint is (please describe the nature of the complaint as fully as possible):

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:

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[1]:

Student signature	
Date	
Receiving officer signature	
Date	

[1] 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