

Student Complaint Form

Before submitting this complaint, please ensure you have read the Student Complaint Procedure which is available at TKH Website

1. Student Details (to be completed by or on behalf of the person making this complaint)

Family name/Surname: _____

Forename(s): _____

Address or address to which you wish replies to be sent: _____

Programme: _____ Level: _____

Telephone No. _____ Student Registration No. _____

Email: _____

2. Formal Complaint (details of your complaint)

(a) Please summarize your complaint here. If you have more than one issue of complaint you must separate these out.

Complaint

Desired outcome

(b) Please give further details here:

3. Informal Complaint Details (to be completed by or on behalf of the person making this complaint)

Where you have already sought a remedy by informal means (by contacting a member of staff who was best able to deal with your complaint), please provide the following details and include copies of any correspondence.

Date of initial complaint: _____

To whom the complaint was made: _____

Details of response to initial complaint: _____

Why do you remain dissatisfied? _____

What outcome would you prefer? _____

Signature: _____ Date: _____

Please return your completed form to:

The Legal Department

Coventry University Branch at The Knowledge Hub