

(b) Please give any 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 was the complaint 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 Registry

Coventry University Branch at The Knowledge Hub