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Student Complaint Form

Student Name

Course

Please conduct a formal review of my complaint described below. I have read QM&T's Complaints Procedure, and I confirm that I have already tried to resolve the matter informally. My complaint is:

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:

Signed

Date