****

**INDIVIDUAL STUDENT COMPLAINT FORM**

|  |
| --- |
| **Please ensure that you have read and understood the Student Complaints Regulations and Procedure available at: https://registry.southwales.ac.uk/student-regulations/student-complaints/**  **This form should be submitted to the Student Casework Unit via:** [**studentcasework@southwales.ac.uk**](mailto:studentcasework@southwales.ac.uk) |

**YOUR DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **First Name(s):** |  |
| **Student ID number:** |  | | |
| **Email address:** |  | | |
| **Telephone Number:** |  | | |
| **Course:** |  | | |
| **Faculty:** |  | | |

**DETAILS OF COMPLAINT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tick the box that you believe best describes the nature of your complaint:** | | | |
| Academic issues |  | Discrimination |  |
| Service issues |  | Welfare and accommodation |  |
| Financial issues |  | Other |  |

|  |
| --- |
| **Outline of your complaint, including how the circumstances have affected you and the dates that the issues occurred:** |
|  |

|  |
| --- |
| **Please explain what actions you have already taken to resolve your complaint at the early resolution stage:** |
| *Before submitting a formal complaint you are expected to have raised your concerns directly with the person responsible, or if you still have concerns, with the Advice Zone. Please detail the actions you have already taken to resolve your complaint, including the names of members of staff you have approached, the dates of any meetings held and any other relevant evidence (such as copies of letters or e-mails).* |

|  |
| --- |
| **Please explain why you are not satisfied with the response you have received at the early resolution stage:** |
|  |

|  |
| --- |
| **Please detail what reasonable outcome or further action you are expecting:** |
|  |

**EVIDENCE**

|  |
| --- |
| **Complaints must be supported by corroborating evidence. Complaints which are submitted without such evidence will normally not be considered, unless you are able provide a good reason for the lack of evidence. Please note that the University of South Wales will not contact third parties on your behalf for evidence.** |

|  |  |
| --- | --- |
| **Evidence attached in support of your complaint**  ***Please see guidance for third party evidence*** | |
| **Type of evidence:** | **Date of evidence:** |
| *e.g. letter, e-mail, course materials, written statement* |  |
| *e.g. letter, e-mail, course materials, written statement* |  |
| *e.g. letter, e-mail, course materials, written statement* |  |
| *e.g. letter, e-mail, course materials, written statement* |  |
| *e.g. letter, e-mail, course materials, written statement* |  |

**SPECIFIC REQUIREMENTS**

|  |
| --- |
| **Please outline any specific requirements you have for which reasonable adjustments may be needed:** |
| *For example, please note if you require correspondence to be in a specific font and/or size or if you have mobility difficulties that will require interviews to be held in a wheelchair accessible area.* |

**DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **I declare that the information given above, and any attached corroborating evidence, is accurate and true to the best of my knowledge.**  **I understand that this form, and the evidence submitted with it, will constitute part of the full case file, which will be made available to appropriate parties on request and shared in line with the relevant Communication Plan[[1]](#footnote-1)[1] and Privacy/Fair Processing Notice[[2]](#footnote-2)[2].**  *NB Policing Degree apprenticeships programmes only – your employer will be automatically notified of any submissions/ outcomes under this process.* | | | |
| **Signed:** |  | **Date:** |  |

1. [1] Communication plans for each area of casework can be found here: <https://registry.southwales.ac.uk/student-regulations/> [↑](#footnote-ref-1)
2. [2] <http://uso.southwales.ac.uk/ig/dp/> [↑](#footnote-ref-2)