

UWI-ROYTEC	Procedure	Issue #2
	Student Complaints Procedure	

NOTICE OF COMPLAINT All Sections Must Be Completed by the Complainant	
1.	Surname: First name:
2.	Student Identification Number:
3.	Student Telephone Number:
4.	Mailing Address:
5.	Programme of Study:
6.	Have you taken any informal action or spoken to anyone prior to filing this complaint in an attempt to resolve? If yes, give details below and include the outcome.
Use additional paper if needed.	
7.	Detail the complaint. Provide name/s of persons involved and witnesses (if any).

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Use additional paper as necessary.

8. What has been the impact on you arising from these circumstances?

9. What outcome are you seeking as a result of this complaint?

10. What evidence is being submitted to substantiate your complaint?

(Continue on separate sheets / Attach evidence as necessary)

Declaration by complainant:

As far as possible, all complaints will remain confidential unless there is a serious risk of harm to yourself or others. In the interest of natural justice, parties to a complaint have the right to know the full details of the complaint.

I declare that the information provided in this application is accurate and to the best of my knowledge.

Signed: **Date:**

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