

You should complete this form if you have been notified of the outcome of your Formal Stage Complaint and are still not satisfied.

Before completing this form it may be helpful to seek advice about your concerns. Support and advice is available from a number of sources – try speaking to your tutor, personal tutor, or supervisor. Student Services and/or the Students’ Union Advice Service will also provide confidential and independent advice.

If you have any concerns or queries about filling in the form, the people mentioned above will be pleased to discuss these with you.

| SECTION A – YOUR PERSONAL DETAILS | | |
|---|--|-----------|
| Full Name | | |
| Student Number | | |
| Preferred address for postal correspondence | | |
| | | |
| | | |
| | | Post Code |

Telephone nD78.32e f*



D2: How would you like you U complaint to be resolved?

Empty response area for student input.

SECTION E ± SUPPORTING EVIDENCE

SECTION F ± DECLARATION

I confirm that the information given on this form and in supporting documents is true to the best of my knowledge and belief.

I agree that my complaint may be disclosed to relevant members of the University community to the extent necessary for its consideration.

I authorise the reviewer(s) of this complaint to consider this form and any relevant information held by the University to the extent necessary for the consideration of my complaint.

| | |
|--------|--|
| Signed | |
| Date | |

Where to submit your formal complaint

Once completed, this form and your supporting evidence should be submitted to the Office for Student Appeals, Complaints and Conduct (OSACC)

Email: osacc@uos.ac.uk

Post: Office for Student Appeals, Complaints and Conduct
University of Suffolk
Waterfront Building
Neptune Quay
IPSWICH, IP4 1QJ

For more information about complaints and how your complaint will be processed, please