

### 1.4.0000 COMPLAINTS AND APPEALS FORM

Personal Details			
Full name			
Address			
Email		Mobile	
Preferred contact method	<input type="checkbox"/> Telephone <input type="checkbox"/> Letter <input type="checkbox"/> Email <input type="checkbox"/> Other		

Complaint/ Appeal Details	
Reason for complaint <input type="checkbox"/> Staff member <input type="checkbox"/> Student <input type="checkbox"/> Services <input type="checkbox"/> Other	Reason for Appeal <input type="checkbox"/> Assessment outcome <input type="checkbox"/> Disciplinary Action <input type="checkbox"/> Course fees <input type="checkbox"/> Formal warning <input type="checkbox"/> Privacy breach

Complaint/ Appeal Summary
Please outline the reason for your complaint/ appeal and attach any evidence to support this

Detail any informal action to try and resolve this complaint/ appeal

Reason for formal complaint

Preferred solution

Privacy Statement
The information provided on this form will be used exclusively to resolve your complaint/ appeal. None of the information you provide on this form or during the complaints and appeals process will be disclosed to anyone outside of PEER without your permission, unless required to do so by law.

Acknowledgement
I acknowledge that all of the information provided in this form is true and correct to the best of my knowledge and I will participate in the complaints and appeals process with a view to come to a suitable resolution for all.

Signature		Date	
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