



STUDENT COMPLAINTS PROCEDURE

Please read the Student Complaints Procedure leaflet before completing this form.

(This form should only be used where you remain dissatisfied with the response you have received from the Dean/Head of Department following submission of your complaint on Form CS1.)

1. **Name of Complainant:**

2. **Address for Correspondence:**

3. **Details of Complaint:**

4. **Summary of informal and formal action taken to resolve the complaint:**

5. **Reasons for continued dissatisfaction:**
(*Relevant supporting material may be attached*)

I understand that a copy of this form may be provided to a member of staff who is the subject of the complaint, or who is otherwise involved.

Signature:

Date:

Please send the completed form to:

Student Complaints Liaison Officer
Room J503
University of Ulster
Cromore Road
Coleraine
Co Londonderry
BT52 1SA

or to : studentcomplaints@ulster.ac.uk

For Office Use Only:

Date of Receipt: