

STUDENT COMPLAINT FORM

Unicas UK Academy Limited
(Trading as **Unicas UK**)

Before completing this form, please ensure you have read and followed the guidance outlined in the **Unicas UK Student Complaints Procedure**.

Student Details

Full Name:

Gender:

Student Status: Applicant / Current Student / Former Student / Other (please specify):

Date of Birth:

Student Number (if applicable):

Contact Address:

Postcode:

Telephone:

Email:

Complaint Details

Department or Individual the Complaint is Directed To (if known):

(Name, Position, Department/Unit)

Statement of Complaint:

(Please describe your complaint in detail or attach a separate statement.)

List of Attached Documents:

(Please list any supporting documents you are submitting.)

Desired Resolution

(Please explain what outcome, action, or resolution you are seeking.)

Declaration

Signature:

Date:

If this form has been completed on behalf of the student, please complete the section below:

Name:

Signature:

Relationship to Student:

FOR OFFICE USE ONLY

Date Reviewed by Course/Programme Manager:

Acknowledgement Sent to Student: Yes / No

Date Sent:

Additional Information Requested: Yes / No

Date Request Sent:

Date Received:

Referred To:

(Date Sent):

Outcome:

Response Type:

Date of Final Response:

Further Action Required:

Feedback Form Sent to Student: (Date)

Feedback Received: (Date)

Completion of Procedures Letter Issued: (Date)