

# 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**.

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## 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:**

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## 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.)

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**Desired Resolution**

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

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## Declaration

**Signature:**

**Date:**

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

**Name:**

**Signature:**

**Relationship to Student:**

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## 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)