

Details of your complaint continued

Who did you approach to resolve your complaint informally?
<p>Include the staff members name, post, school/department and date raised:</p> <p>What action was taken to resolve your complaint:</p>

How do you propose the complaint could be resolved to your satisfaction?

Your Signature:	Date Completed:

Where to return this form to:	What happens next:
<p>Head of Admissions Unit: University of Wolverhampton Registry Camp Street Wolverhampton WV1 1AD e-mail: admissions@wlv.ac.uk</p>	<p>You should receive a formal acknowledgment of your complaint within the next 3 working days.</p> <p>You will then normally receive a substantive response within 28 working days.</p>

FORMAL COMPLAINT FORM: FOR GROUP COMPLAINTS



The University is committed to high standards of service and the quality of teaching and learning. However, it is accepted that applicants/potential applicants may have complaints relating to their course or the services and facilities provided by the University. The University takes such complaints seriously and will deal with them without recrimination and in a confidential manner. The University is committed to continuously improving our standards and constructively handling any complaints, taking any reasonable action to ensure that similar situations do not occur in the future.

It is hoped that most complaints can be resolved by the informal process. In most cases, the University's complaints system requires that complainants will have attempted to resolve the complaint by informal means, before raising a formal complaint. Complainants should have read and understood the University Complaints Procedure which is available at www.wlv.ac.uk/polsregs

RAISING A FORMAL COMPLAINT:

The following details must be completed on this form and we would ask that you provide as much detail as is relevant including any dates, times and witnesses to any act or incident. Supporting documentation may also be included where relevant.

For group complaints, the group raising the complaint should nominate an individual to liaise with the University on their behalf and to act as spokesperson. This will be the Group Representative.

This form should be completed by the Group Representative.

GROUP REPRESENTATIVE	PLEASE WRITE CLEARLY
NAME:	
CONTACT ADDRESS:	
CONTACT PHONE:	
CONTACT E-MAIL:	
APPLICANT NUMBER:	

DETAILS OF YOUR COMPLAINT Please describe the nature of your complaint:
(Attach separate sheets if necessary)

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