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**Student Complaint Submission Form – Stage 2**

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| --- | --- | --- | --- |
| **Title** |  | **Telephone** | |
| **Surname/Family Name** |  | **Day** |  |
| **First Name** |  | **Evening** |  |
| **Address** |  | **Mobile** |  |
|  |  |  | |
| **Post code** |  |  | |
| **University Email** |  | | |

|  |  |
| --- | --- |
| **Student Number** |  |
| **School** |  |
| **Programme of Study** |  |
| **Level of Study** | **Undergraduate / Postgraduate / Research** |
| **Year** |  |

**Preliminary Questions**

Does your complaint relate to (Check all that apply):

COVID-19:Industrial Action:None:

Have you raised your concerns with your School/Department yet?

Yes  No:

If yes, please list who you have spoken to and what has been done to resolve the complaint.

**Summary of Your Complaint**

Please give details of your complaint; continuing on additional sheets if necessary, and attach any supporting evidence you may have.

Please explain why you remain dissatisfied:

Please describe the outcome you are seeking:

|  |  |
| --- | --- |
| **Signature**  **Date** |  |

**Please send the completed form and any supporting evidence via email to** [**studentcomplaints@reading.ac.uk**](mailto:studentcomplaints@reading.ac.uk) **from your University email account.**