





**Section C – Details of Complaint**

*Please set out clearly and concisely using bullet points the main points of your complaint and why you are complaining. You should also include details of dates, locations and any witnesses (limit of 1,000 words). There is a Further Information section available at the end of this form if needed.*

**Section D – What outcome are you seeking? How do you think we can stop this issue happening in the future? Please be clear, concise and use bullet points in your response.**

*What outcome do you expect?*

*Action that can be taken by the University to prevent this happening again?*

**Section E – Declaration by Complainant**

I the undersigned, submit this form pursuant to stage 2 of the University of Chester Student Complaints Procedure. I understand that under the Data Protection legislation that it is in the legitimate interests of the University to process my personal data for the purposes of investigating my complaint and as such any information given on this form may be shared with appropriate parties in the active resolution of my complaint including, where necessary, anyone I have complained about. I also understand that records relating to my studies or other associated matters (including those relating to assessment and/or requests made by me for mitigating circumstances to be taken into account and held by Academic and/or other University Departments including Registry Services, Student Services, Student Welfare and Disability Support) may be accessed, as necessary, in order to investigate my complaint. I further declare that this complaint is submitted in good faith and is not frivolous, malicious nor vexatious and I understand that if it is subsequently deemed to be so, the complaint may not be pursued and that disciplinary action may be taken against me.

Signed:

Date:



## ADDITIONAL INFORMATION