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**Formal Complaints – Request for Review Form**

***This form may be completed electronically or handwritten (please use additional pages as required)***

*For assistance with completion of this form, please contact the Student Services team, Students’ Union, or the Assistant Registrar (Quality and Governance).*

**YOU MUST ENSURE YOU APPEND THE ORIGINAL COMPLAINT FORM AND THE FORMAL RESPONSE**

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| --- | --- | --- | --- |
| **1. Personal Details** | | | |
| **Name:** | | **Telephone Number:** | |
| **Please tick the ground/s upon which you are requesting a review:** | | | |
| Challenge to findings of fact |  | Significant new evidence |  |
| Procedure implemented improperly |  |  | |
| 1. **Details of any new evidence** | | | |
| 1. **Please state why you do not consider the outcome of the formal complaint process to be satisfactory.** | | | |
| **Signed**:  **Date**: | | | |

Completed forms should be returned, along with all documentary evidence, ***by email to Jonathan Peel, Director of Strategy and Business Operations,*** [***j.peel@trinitylaban.ac.uk***](mailto:j.peel@trinitylaban.ac.uk)***,*** who will acknowledge receipt.