#

# **Student Disciplinary Complaint Form**

*Use this form to raise a complaint about the conduct of another Trinity Laban student.*

***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, the Student’s Union or the Assistant Registrar (Quality and Governance).*

|  |
| --- |
| 1. **Personal Details**
 |
| **Name**: |
| **Course/Programme:** | **Year/Academic Stage:** |
| **E-mail address** (where you can be contacted over the next six weeks) | **Telephone Number**: |
| **2. Complaint details:***Please state the nature of your complaint and give further details (use a separate sheet if necessary). Please give exact dates/times and location of incident(s) wherever possible. Retrospective complaints (two calendar months after the event) will not be considered*. |
| 1. **What documentary evidence do you have to support your complaint?**

*(please give details below and enclose the evidence with this form)*  |
| 1. **From your point of view, what would be the desired outcome of your complaint?**
 |
| 1. **Who else have you discussed this complaint with?** *(e.g. staff or members of the*

*Students’ Union)***Name** **Department/Administrative Office**Has advice been given and have you acted on that advice? |
| 1. **Would you be interested in trying to resolve this issue informally via mediation for instance?**
 |
| 1. **Can you suggest any action which will prevent this situation from recurring?**
 |
| 1. **Declaration**

I declare that the information given in this formal student disciplinary complaints form is a true statement of the facts and that I would be willing, if required, to answer further questions related to it.I also agree (in accordance with the Data Protection Act) to this form being held on file by Trinity Laban.**Signed:****Date:**  |

Completed forms should be returned by email to the Quality & Governance team at**complaints@trinitylaban.ac.uk** who will acknowledge receipt.