CONFIDENTIAL Student Informal Complaints Form

ROYAL ACADEMY OF DANCE

If you intend to make an informal complaint about the delivery and quality of services received, or about the delivery of teaching/supervisory provision or any other matters relating to a programme of study, you should use this form to put forward your case.

You can send this form to a member of staff on your programme of study or a member of staff in the Faculty of Education. You may submit a complaint anonymously, but this is likely to impede any outcome and communication of that outcome to you.

Please keep a copy of this form for your records.

Surname:

SECTION A - YOUR DETAILS

First name:

Programme:		Year of study:	
Student Number:		-	
Email:			
Telephone:			
Details of anyo	one acting on your behalf	f:	
SECTION B - N	NATURE OF THE COMP	L <u>AINT</u>	
	nal sheet if necessary.)		
Please set out	the details of your comp	laint below:	

SECTION C - DESIRED OUTCOME

Please state the outcome you desire from the complaint below:
i i icase state the outcome you desire norm the complaint below.
SECTION D. DECLADATION
SECTION D - DECLARATION
I believe that the above information is accurate.
Signature: Date:
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Please list any evidence supplied with this form in support of your claim:
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FOR OFFICE USE ONLY:

Notes of meeting with student:		
Outcome of meeting with student:		