



Document QS2-QP7-T-Complaints and Appeals Form  
**COMPLAINTS AND APPEALS FORM**

This form should be used to record the specific details of a complaint, as part of the Complaints and Appeals process. It should be completed during an informal discussion between the complainant and the Manager and any supporting evidence attached.

<b>Name of Complainant:</b>	<b>Student or Staff ID Number:</b>
<b>Address:</b>	
<b>Telephone:</b>	<b>Date of Incident:</b>
<b>Email:</b>	<b>Type of Incident : Complaint or Appeal</b>
<b>Log Ref:</b>	<b>Date of Interview:</b>
<b>Describe the nature of the complaint/appeal: ( be as detailed as possible – attach extra notes if needed</b>	
<b>Describe any efforts made to resolve the issue:</b>	
<b>Complainant Signature :</b>	<b>Date:</b>
<b>Interviewers Signature:</b>	<b>Date:</b>

For office Use Only

<b>Detailed Action Taken (turn over page if more space needed)</b>	
<b>Complainant informed in writing : Yes or No (if no – how were they informed)</b>	
<b>Noted in complaints and appeals log: Yes or No</b>	
<b>Signed:</b>	<b>Date:</b>