



Student Complaint Form

Prior to completing this form please read the ICST Student Complaints procedure to ensure you understand the procedures involved in making a complaint.

This form is for use by students who have completed the Stage 1 procedure, are not satisfied with the outcome and wish to progress to Stage 2.

Your details:

Title:	First:	Last:
Address	Address Line 1:	
	Address Line 2:	
	City:	County:
	Postcode:	Country:
Daytime Phone		
Email		

ICST Membership No.	
Name of course studied	Course code:

Your representative:

If you have asked someone else to complain on your behalf please give details below. The university will not communicate with any third party without your written permission.

Title:	First:	Last:
Address	Address Line 1:	
	Address Line 2:	
	City:	County:
	Postcode:	Country:
Daytime Phone		
Email		



The Institute of Clinical Science & Technology

Your complaint

State your complaint in a clear, succinct and chronological order of events, using numbered paragraphs where possible to identify each issue. The complaints process cannot be used for making appeals against assessment board decisions. If your complaint appears to be an academic appeal it will be referred on as appropriate.

What have you done so far?

Explain briefly what steps you have taken to resolve your complaint informally (See Stage 1 of the Student Complaints Procedure) and why you are not happy with the response.

What would you like done about your complaint?

Explain briefly what you might consider to be a satisfactory resolution to your complaint.

Submit

This form is to be completed and submitted online and any must evidence will be uploaded here. You will receive an acknowledgement within 5 days.

The Director of Student Services | Katie.dick@clinicalscience.org.uk