

Stage Two: FORMAL GRIEVANCE FORM

Name:

Student ID:

Programme:

Has any action been taken under Stage One (informal grievance)?

Yes / No (please circle)

If no, explain why not

If yes, explain what was the outcome

Summarise the matter your grievance concerns

By signing this form, I declare the information provided by me to be true and correct.

Signature:

Date:

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**For office use only**

Meeting convened on: \_\_\_\_\_

Attendees: \_\_\_\_\_

**Outcome of formal grievance**

Letter sent to student on: \_\_\_\_\_

\_\_\_\_\_

Registrar and Chief Administrative Officer/Vice Chancellor/University Council member

\_\_\_\_\_

Date

Copied to: Named parties

Personal Tutor

HoSA