Stage Two: FORMAL GRIEVANCE FORM

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
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<td>Student ID:</td>
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<tr>
<td>Programme:</td>
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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:
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 □