

Rose of York Non-Academic Complaints Form

Student to complete this section:

Name:

Class / Course:

Which area does your complaint refer to? Tick one:

- Accommodation (including location of accommodation, costs, food, etc.)
- School premises (including classrooms, toilets, library, etc.)
- Resources on the premises (including computers, snacks and drinks machines, etc.)
- Staff (including reception, but not including your class teacher*)
- Other. Please state: _____

What is your complaint?

What course of action would solve the problem, in your opinion?

Non-Academic Complaints Officer to complete this section:

Complaint Received by (Print name):

Signature:

Date:

What course of action was taken?

Was this complaint resolved to the satisfaction of the student? Yes / No

If not, why not?
