

**When to use this form**

If you have raised your complaint as early resolution but remain dissatisfied with the outcome, you can use this form to lodge a formal complaint.

Please circle which type of complaint you are making (if you are unsure please email [HEComplaints@southdevon.ac.uk](mailto:HEComplaints@southdevon.ac.uk))

<b>Service Complaints</b>	<b>Academic Complaint (UoP)</b>	<b>Academic Complaint (UCSD)</b>
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**About you**

Name (in full):

Registration number:

Course:

Stage:

Faculty:

School:

Are you studying at a partner college? If so, please state which College:

Address at which you can be contacted about your complaint:

**Please let us know if your address changes while your complaint is ongoing.**Please indicate any periods when we will be unable to contact you about your complaint:  
e.g. holidays:

Telephone number:

Email:

**About your complaint**

What action have you taken already to try to resolve your complaint?

What response have you received?

What is it about this response that is not satisfactory?

What outcome do you wish your formal complaint to achieve?

Provide any other information about your case that might be important. Please attach the evidence you have to support your case and any documents you are relying on. Continue on a separate sheet if necessary.

Signed:

Date:

Send this form to:

University Centre South Devon  
Long Road  
Paignton  
Devon  
TQ47EJ

Email: [HEcomplaints@southdevon.ac.uk](mailto:HEcomplaints@southdevon.ac.uk)