**University** **of Westminster** **Admissions Complaint Form**

Before completing this form you should read the University’s Guide to Admissions Complaints and Appeals.

Please note that all sections must be completed before we can consider your complaint.

**1** **Your personal details**

Mr/Ms/Mrs/Miss or other title:

First name:

Family name:

Course:

**2 Your contact details**

Your address:

Postcode:

Email address:

Daytime contact phone number (between 9am and 5pm):

Alternative contact phone number (e.g. mobile):

**3 Please outline details of your complaint below and attach any separate information that you feel is relevant to your complaint.**

Please use additional sheets if required.

**4 Please explain what steps you have taken to resolve your complaint so far. (Please enclose copies of any letters or emails relating to your complaint).**

**5 What would you like the University to do to resolve your complaint? (i.e. what reasonable solution(s) are you looking for?)**

**6** **Your declaration and signature.**

I confirm that the information given on this form is true and correct and in submitting this form I understand that the University;

* will not accept complaints from third parties or anonymous sources.
* may need to share information with other persons or organisations as part of any investigation to resolve my complaint.

**Signed ……………………………………………………………………………….**

**Date …………………………………………………………………………………..**

Please send this form and any associated documents related to your complaint to the Associate Director: Communications, Recruitment and External Affairs University of Westminster, 101 New Cavendish Street, London W1W 6HX

***Please keep a copy of the completed complaint form and any associated documents for your own records.***