**Formal Complaint Form**

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| section 1 – Personal details of complainant |
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| Name: |  |
| Address: |  |
| Telephone No.: |  | Mobile No.: |  |
| Email Address : |  |
|  Student ID: |  |
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| If a representative has been appointed, please provide the details of the representative. A representative may be someone from Student Services such as Disability Support to act on behalf of a student.  |
| Name: |  |
| Address: |  |
| Telephone No: |  | Mobile No: |  |
|  Email Address: |  |
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| Section 2 – Correspondence  |
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| Where possible please provide the following:(a) Information: letters/emails, phone calls and meetings that are relevant to your complaint (If relevant)(b) Copies of all relevant correspondence and other documentation (If relevant). |
| section 3 - complaint |
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| ***Please set out below the main points of the complaint.*** |
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| section 4 - outcome |
| section 3 - complaint |
| ***Please state the outcome you wish to have following consideration of the complaint.*** |

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| section 5 – declaration  |
| section 3 - complaint |
| Please sign below to confirm:(a) That you understand that details of the complaint may be provided to individuals other than the recipient of this form. Disclosure will be on a strict ‘need to know’ basis where it is deemed necessary by the investigator. (b) That you have read and understand the separate UCC School of Mathematical Sciences Complaint procedure on our website.(c) That this form contains an accurate description of your complaint.Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_\_\_/\_\_\_\_\_Please submit the fully completed form with all/any relevant documentation to the appropriate person Head of School of Mathematical Sciences hosm@ucc.ie or Head of College of Science, Engineering and Food Science collegeoffice@sefs.ucc.ie.  |