UCC Societies Complaint Form

Contact details of Complainant

| Full Name |  |
| --- | --- |
| Student ID |  |
| Email Address |  |
| Telephone Number |  |
| Postal address | *Where there is more than one complainant, please attach a list of separate sheet of paper. Include full name address and contact details.* |

Complaint Details (please refer to UCC’s Student Rules for further information) :

| 2.1 | *Outline of your complaint , including name of the student(s) about whom the complaint relates. Please (a) send additional sheets, if necessary; and (b) attach any correspondence/documentation that you have had concerning your complaint.* |
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| 2.2 | *Please explain the steps you have taken, who you have approached, together with dates, to resolve your complaint (if any).* |
| 2.3 | *Please indicate what outcome of further action you are seeking.* |
|  | *Please note that : (a) if the reason for your complaint is not clear this form will be returned to you with a request for clarification within 14 days; and*  *(b) if you do need to send a lot of document, please clearly mark the relevant parts. If you do not, we may return them and ask you to do this and you must send us copies as none of the document you send us shall be returned to you.* |

Declaration

| **I confirm that the information given in this form is, to the best of my knowledge true and that I would be willing to answer further questions relating to it if necessary**  **I understand that UCC will need to disclose the details I have provided in this form in order to enable the student(s) I am complaining about to respond properly and to act upon any alleged breaches of the student rules.**  Signed :    Date :  You have the right to ask for a copy of your personal data held by UCC (and UCC is entitled to charge a nominal administration fee for this). If you wish to avail of this right, you should submit a written request to : The information Compliance Officer, University College Cork, Western Road, Cork or email [foi@ucc.ie](mailto:foi@ucc.ie). If any of your details are incorrect please let us know and we will amend them. |
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