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UWE Bristol complaints procedure

Stage Two submission

# Your contact details

## First name

Click or tap here to enter text.

## Last name

Click or tap here to enter text.

## Telephone number(s)

### Day time telephone number

Click or tap here to enter text.

### Evening telephone number

Click or tap here to enter text.

### Mobile number

Click or tap here to enter text.

## Address

Click or tap here to enter text.

## Postcode

Click or tap here to enter text.

## If you are a current or former student of UWE Bristol, please provide your:

### UWE Bristol student number

Click or tap here to enter text.

### Programme of study

Click or tap here to enter text.

# Your complaint

## Tell us about your complaint

Please note: there is no word limit in the response text boxes. If you wish to handwrite your response, please continue on a separate sheet of paper.

1. Please give details of your complaint.

You can also include any supporting evidence when you submit your complaint.

Click or tap here to enter text.

1. Please outline any steps you have already taken to resolve your complaint at Stage One, including who you contacted and when.

Click or tap here to enter text.

1. Please outline the details of any response(s) you have received.

Click or tap here to enter text.

1. Please explain why you remain dissatisfied.

Click or tap here to enter text.

1. Please describe the outcome you are seeking.

Click or tap here to enter text.

1. Signature.

If submitting by post, please sign. You can type your name if submitting by email.

By post

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By email

Click or tap here to enter text.

1. Date

Click or tap here to enter text.

# Submit your complaint

You can send your completed form and any supporting evidence to the Student Casework team by email or by post.

## Email address

studentcasework@uwe.ac.uk

## Postal address

Student Casework

Student and Academic Services

University of the West of England

Frenchay Campus

Coldharbour Lane

Bristol BS16 1QY