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|  | | **For staff use only** | |  |
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| **REF:** |  |  |
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**FORMAL COMPLAINTS - REQUEST FOR REVIEW FORM**

***This form may be completed electronically or handwritten (please use additional pages as required)***

*For assistance with completion of this form, please contact the Student Services team, Student’s Union, or the Senior Administrator (Academic Standards and Quality).*

**YOU MUST ENSURE YOU APPEND THE ORIGINAL COMPLAINT FORM AND THE FORMAL RESPONSE**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Personal Details** | | | |
| **Name:** | | **Telephone Number:** | |
| **Please tick the ground/s upon which you are requesting a review:** | | | |
| Challenge to findings of fact |  | Significant new evidence |  |
| Procedure implemented improperly |  |  | |
| 1. **Details of any new evidence** | | | |
| 1. **Please state why you do not consider the outcome of the formal complaint process to be satisfactory.** | | | |
| **Signed**:  **Date**: | | | |

Completed forms should be returned, marked CONFIDENTIAL, along with all documentary evidence, to:

***Director of Operations and Business Enterprise, Trinity Laban Conservatoire of Music and Dance, Old Royal Naval College, Greenwich, SE10 9JF or by email to: j.peel@trinitylaban.ac.uk***

who will acknowledge receipt