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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 Assistant Registrar (Quality and Governance).*

**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