**UNNC Level 3 Complaint Form**



**Formal request to Faculty Dean / Service’s University Management Board line manager** **to review a complaint**

**Please type below and the boxes will expand**

Student Name

Student Id Number

Course

Year of Course

Please conduct a formal review of the handling of my complaint by the Head of School/Service named in the attached documents. I have read [the University's Student Complaints Procedure](http://www.nottingham.edu.cn/en/academicservices/complaints/the-student-complaint-procedure.aspx) and I understand that you may only review whether my complaint was dealt with fairly and reasonably, and followed correct procedures. You may also review my Level 2 complaint if I have provided additional evidence that may have affected the outcome, but was unavailable at the time of the original Level 2 investigation.

I attach a copy of Level 2 Complaint Form in which I set out my original request for a formal review.

I attach a copy of the Level 2 outcome letter in which the Head of School/Service sets out their reasons for rejecting my complaint.

I believe that the Head of School/Service's decision was not made fairly and reasonably because:

and/or I believe that the Head of School/Service's decision was not made according to the correct procedure because:

This is the new evidence supporting my complaint which was unavailable at the time of the Level 2 investigation, and I have attached copies of any relevant documents:

To resolve my complaint I would like the following to happen[[1]](#footnote-1):

Date

1. If you are asking for some financial redress, you must say what the figure is, and explain in detail, with supporting evidence, what financial loss you have incurred [↑](#footnote-ref-1)