

**Document Identifier:** Student Complaints Procedure Form

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<b>Policy Title:</b>	Students Complaints Procedure Form
<b>Description:</b>	This form should accompany the Student Complaints Procedure document where students wish to file a complaint
<b>Author (Position):</b>	Vice President (Academic Affairs) and Registrar
<b>Version:</b>	1
<b>Approved By:</b>	MIE Governing Body
<b>Policy Approval Date:</b>	June 2023
<b>Date of Next Policy Review:</b>	June 2027 (or as necessary)

## Student Complaints Procedure Form

- i. This form should be completed in conjunction with the requirements of the [Student Complaints Procedure](#)
- ii. Complete all sections of the form
- iii. Return completed form to the [Registrar's Office](#)

### 1. Section 1: Personal Details

<b>Student Name:</b>	Click here to enter text.
<b>Student Number:</b>	Click here to enter text.
<b>MIE Email Address:</b>	Click here to enter text.
<b>Contact Number:</b>	Click here to enter text.
<b>Term Address:</b>	Click here to enter text.
<b>Course Title:</b>	Click here to enter text.
<b>Year of Course:</b>	Click here to enter text.

### 2. Section 2: Details of Complaint

2.1. Area of Institute against which complaint is being made

**Please Select**

If the area is not listed above, please specify here: [Click here to enter text.](#)

2.2. Date of incident<sup>1</sup> [Click here to enter a date.](#)

2.3. Please provide a summary of your complaint below (max 1,250 characters)

<sup>1</sup> If the event happened over a period of time, please insert the start date of the incident.

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Click here to enter text.

2.4. In an attempt to resolve my complaint locally I have already communicated with the following people:

Please provide a list of people with whom you have communicated (and the dates these communications occurred).

2.5. This is what happened and why I believe it did not resolve my complaint.

Please provide a summary (max 1250 chars.)

2.6. Please explain the impact of the issue on you.

Please explain the impact (max 1250 chars.).

2.7. If you are submitting a complaint more than one month following the last related incident, please provide a brief explanation for the delay.

If applicable, please provide a brief explanation for the delay (max 1250 chars.).

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By submitting this form, I confirm that I have read the [Student Complaints Procedure](#) and have attempted to resolve the matter locally

Yes/No

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**Signature:** Click here to enter text.

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**Date:** Click here to enter a date.

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