

Applicant Complaint Stage 1 Review Form

Guidance Notes

If you are dissatisfied with the outcome at Stage 1, complete this form to request a review of the decision. A request for review must be submitted together with any written evidence to the University **within 15 working days** of the date of the Stage 1 outcome letter

The request for a review must state the grounds on which the request is sought and should be accompanied by appropriate documentary evidence.

SECTION A

FIRST NAME(S)		TITLE
FAMILY NAME		
UNIVERSITY ID NUMBER		
PROGRAMME OF STUDY		
YEAR/ACADEMIC STAGE		
FACULTY		
ADDRESS FOR CORRESPONDENCE (INCLUDE POSTCODE)		
DAYTIME PHONE		
EMAIL ADDRESS		

SECTION B

B1. Please indicate the ground(s) under which you wish to seek a review of the Stage 1 decision:

- There is new evidence that would have significantly affected the outcome and could not reasonably have been made available when the complaint was made
- That there is evidence that all of the relevant information was not considered at Stage 1
- That the decision is unreasonable given the facts of the case
- That the complaint was upheld but the proposed remedy is inappropriate

B2. Please use the space below to explain why you are seeking a review of the Stage 1 decision:
(please use additional sheet if necessary)

B3. Please state the reasonable steps you would like to see taken to resolve to your complaint:

DECLARATION

I declare that the information given in this Applicant Complaint Stage 1 Review Form is a true statement of the facts and that I would be willing, if required, to answer further questions related to it.

I also agree (in accordance with all relevant Data Protection legislation) to this form being held on file by the Directorate of Student and Academic Services.

Signed.....

Date.....

Completed forms should be emailed to aoc@greenwich.ac.uk, following which, you will receive confirmation of receipt. **Please ensure you keep a copy for your own records.**