



Admissions Complaint Procedure Form

Please note that all sections must be completed before we can consider your complaint.

Section one: Your personal details

Mr/Ms/Mrs/Miss or other title:	<input type="text"/>	Family name:	<input type="text"/>
First name:	<input type="text"/>	Course applied for:	<input type="text"/>

Section two: Your contact details

Your Address:	<input type="text"/>	Daytime Tel (between 9am and 5pm):	<input type="text"/>
Postcode:	<input type="text"/>	Alternative Tel (Mobile):	<input type="text"/>
Email:	<input type="text"/>		

Section three:

Please outline details of your complaint below and attach any separate information that you feel is relevant to your complaint.

Section four:

Please explain what steps you have taken to resolve your complaint so far. (Please enclose copies of any letters or emails relating to your complaint).

Section five:

What would you like the University to do to resolve your complaint? (i.e. what reasonable solution(s) are you looking for?)

Section six: Your declaration and signature.

I confirm that the information given on this form is true and correct and in submitting this form I understand that the University;

- will not accept complaints from third parties or anonymous sources.
- may need to share information with other persons or organisations as part of any investigation to resolve my complaint.

Signed: Date:

Please send this form and any associated documents related to your complaint to:
Admissions Team: Student Administration Directorate, Maxwell Building, University of Salford, Greater Manchester, M5 4WT.

Please keep a copy of the completed complaint form and any associated documents for your own records.