**Diocese of Chester** **Committee for Ministry**

**Complaint Form for Students**

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| This form should be used if you wish to submit a formal complaint to the Committee for Ministry. Students  using the form should consult CfM’s *Student Complaints Policy and Procedure.* When completing this form  you are asked to note that you are expected to have made an effort to resolve your complaint informally in  accordance with the *Student Complaints Policy and Procedure*. Consequentially, this form asks for details  of the action you have taken to resolve the complaint informally and why you remain dissatisfied.  **STUDENT DETAILS**  Name:  Programme of study and level of study:  Contact Address:  Telephone number:  Email address:  (These are the contact details that will be used whilst your complaint is ongoing) | |
| **DETAILS OF COMPLAINT** (expand boxes or continue on another piece of paper as needed) | |
| **1. Please detail below the nature of your complaint setting out the context in which it arose and including details of incidents or events if appropriate. Copies of relevant documents should also be included:** | |
| **2. Please set out what action you have taken to date to resolve your complaint informally. Copies of relevant documents should also be included:** | |
| **3. Please explain why you are not satisfied with the response you received at the informal stage:** | |
| **4. Please indicate what action you wish to see taken to address your complaint:** | |
| **DECLARATION** | |
| **I confirm that I have read and followed the *Student Complaints Policy and Procedure*, and that this complaint is submitted after the informal stage (Stage 1) of the *Student Complaints Policy and Procedure* has been completed.**  **Note:** In order to investigate your complaint fully, any member of staff mentioned in the complaint will be made aware of the issues raised and will have an opportunity to comment on them. | |
| **Signed:** | **Date** |