

- 3 Please give further details about your complaint together with any evidence and/or facts that support your complaint**

- 4 Please indicate how you think the issues that you have raised in your complaint could be resolved to your satisfaction**

- 5 Please describe how you have tried to resolve your complaint by informal means**

Data Protection Act 2018

By signing this form you are also agreeing to the following:

Regent College London will process the information provided by you for the purposes of investigating and resolving your complaint, and monitoring and evaluating the effectiveness of the Complaints procedure. If you do not give your consent by signing this form we will not be able to progress your complaint.

Please ensure that you complete each section of this form. When completed please sign and date, then submit to the Head of Academic Standards & Quality Enhancement at the College.

Signature..... **Date**.....

<i>Author</i>	<i>Head of Academic Standards & Quality Enhancement</i>
<i>Version</i>	<i>Version 3.3</i>
<i>Update</i>	<i>October 2019</i>
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