

UAC Complaints and Appeals Form

This form should be used to submit a formal complaint or appeal. Please complete all sections and attach any relevant evidence.

1. Personal Details

Full Name: _____

Student ID: _____

Programme/Course: _____

Contact Number: _____

Email Address: _____

2. Nature of Complaint/Appeal

☐ Complaint ☐ Academic Appeal (please tick one)

Please describe the issue or decision being appealed, including key dates, locations, and individuals involved:

3. Supporting Evidence

List any documents or correspondence attached in support of your case:

4. Informal Steps Taken

Describe any attempts made to resolve the issue informally and the outcome:

5. Desired Outcome

Explain what resolution or action you are seeking:

6. Declaration

I confirm that the information provided in this form is accurate and complete to the best of my knowledge.

Signature: _____ Date: _____

You should submit this form to:

Student.services@uniaccesscentre.com