

The University of Sheffield
Student Complaints Procedure
CASE REVIEW REQUEST FORM

If you are not satisfied with the decision taken in respect of your complaint or appeal, you must use this form to request a Case Review. You are required to complete all sections. Before completing this form, please ensure that you have read the Student Complaints Procedure at <http://www.shef.ac.uk/ssid/procedures/grid#complaints>

This form should be submitted to:-

Liz Buckton, Student Services Department, University of Sheffield, 5 Favell Road, Sheffield S3 7QX.

Please keep a copy of this form for your records, plus any material you submit. You should expect an acknowledgement within 5 working days and will be informed of the outcome of your case review request in due course.

SECTION A - YOUR DETAILS

Title	Forename(s).....	Family Name
Address		
.....		Postcode
.....		Tel No
.....		Email
Programme of Study/ Research		
.....		Registration Number

SECTION B – DOCUMENTATION

- 1. I attach my original complaints form and related documentation
- 2. *I do not wish to submit new evidence
- *I wish to submit new evidence and list below the additional documentation I have attached

(*Please tick the relevant box)

List of additional documentation attached:-

SECTION C – REQUEST FOR CASE REVIEW

Please set out below the main reasons why you are not satisfied with the decision taken in respect of your complaint or appeal.

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Use an additional sheet if necessary.

If applicable, please give the name of your student adviser or other representative who is advising you on this matter, indicating whether or not they are legally qualified.

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SECTION D - DESIRED OUTCOME

Please describe the action you would like to see taken in order to resolve the matter to your satisfaction.

SECTION E - DECLARATION

I believe that the above information is accurate. I confirm that details of my case review request can be passed on to the Head of Department or Service concerned and my adviser or representative (if applicable).

Signature: Date:

FOR OFFICE USE ONLY:

Acknowledgement sent

Form forwarded to Pro-V-C

Response received

Set up Case Review Panel YES/NO

Student informed