***A picture containing drawing

Description automatically generated***

Complaint Form

Please submit this form by email to [SUBUComplaints@bournemouth.ac.uk](mailto:SUBUComplaints@bournemouth.ac.uk) or post it to the Students’ Union, Student Centre, Bournemouth University, Fern Barrow, Poole, Dorset. BH12 5BB.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| First Name | Title/Pronoun |

|  |
| --- |
| Surname |

|  |
| --- |
| Address including Post Code |

|  |
| --- |
| Contact details: phone number and email address |

How would you like us to correspond with you?

|  |  |  |
| --- | --- | --- |
| Phone | Email | Post |

If we need to send you documents how would you like to receive them?

|  |  |
| --- | --- |
| Email | Post |

|  |
| --- |
| Do you have any additional requirements that we need to make – adjustments such as using large print, Braille, or a different language? |

Tell us about your complaint – what happened?

|  |
| --- |
|  |

How would you like us to put things right?

|  |
| --- |
|  |