***Annex 2***

**Student Grievances - Verbal Complaints – Record Sheet**

**Name:**

**Registration Number:**

**Current Academic Year/ Semester:**

**Current Address:**

**Telephone Number (Mobile):**

**Email (university):**

**Name of staff member receiving the complaint:**

1. **Confidentiality to be maintained** (*strike out inapplicable*)**:** Yes/ No
2. **Nature of the complaint:**

(*Briefly describe the details of the complaint and describe how the situation has affected you*. *Attach extra pages as necessary*)

1. **Other individuals to be named as relevant:**
2. **Student Declaration:**

I hereby certify that all the information I have provided above is true and complete to the best of my knowledge

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_