

GROUP ACADEMIC APPEAL/COMPLAINT CONSENT FORM

This form is to be used in conjunction with the Student Complaints Procedure and the Academic Appeals Procedure.

TO BE COMPLETED BY THE LEAD STUDENT WHO HAS BEEN NOMINATED BY THE STUDENTS BRINGING THE APPEAL / COMPLAINT TO BE THE SPOKESPERSON FOR THE GROUP AND LIAISE WITH THE COLLEGE ON THEIR BEHALF.

Name of Lead Student:	Student Number:			
Programme:	Level:			
Department/Partner College:	Year of Study:			
Address for correspondence in connection with the Appeal/Complaint:				
Postcode Telephone Number				
E-Mail address				

All students bringing the group appeal/complaint should complete their details overleaf. On signing the form, the students are giving consent that their appeal/complaint will be dealt with collectively and that they have given their consent for the student listed above to act as spokesperson for the group.

They also consent that their name and other necessary information about the appeal/complaint may be disclosed in order to investigate it, that the outcome of formal appeals/complaints will be recorded for the purposes of monitoring and analysing appeal/complaints generally, and that formal appeals/complaints will be anonymously reported for monitoring and evaluation in terms of quality assurance.

If any student is unable to sign the consent form by hand, they must send an email from their Spurgeon's College account to the Chief Operating Officer (COO) confirming that they have given their consent.

The College will direct all correspondence relating to the appeal/complaint to the spokesperson.

Complete in block capitals or type.

Student ID:	Full name:	Programme of St	tudy: Year of study:	Signature:	
Declaration by the Lead Student:					
I declare that the information given in this form is true, and that I have been nominated on behalf of the students listed above to be the spokesperson in relation to this appeal/complaint. I will be responsible for					
attending meetings about the complaint (subject to having a representative) and realise that I have a duty to liaise with other students in the group complaint, collecting evidence and providing regular feedback.					
Signed:			Date:		

Please send the completed form to the COO h.stokley@spurgeons.ac.uk