



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.

