**OXFORD SU Complaints Form**

This form should be used to submit a complaint, in accordance with the OXFORD SU Complaints Procedure.

If you are seeking to appeal a decision about a complaint, you should use the OXFORD SU Complaints Appeals Form. Both the Procedure and the OXFORD SU Complaints Appeals Form are available on the OXFORD SU website ([www.oxfordsu.org](http://www.ousu.org)) or from 01865 288 452 or enquiries@oxfordsu.ox.ac.uk.

This form can be submitted in two ways:

* by emailing it to complaints@oxfordsu.ox.ac.uk putting **‘Complaint’** in the subject line.
* by delivering it by hand or sending it by post, in a sealed envelope marked ‘Complaints Form’, to ‘Student Trustee (Complaints), Oxford University Student Union, 4 Worcester Street, Oxford OX1 2BX’

Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the following boxes, please write as clearly and succinctly as possible. Include dates and details of any witnesses to any incidents that you refer to.

Who or what are you seeking to complain about? Please give a full description of your concerns.

Are there any other people that we should contact to obtain more details about the substance of the complaint?

Please detail the remedy or resolution that you are seeking.

If any attempts have already been made to resolve this complaint, please describe them.

If you would like to attach any documentary evidence to this form, please list the pieces of evidence here and submit them in the same email or envelope.