**Appendix F**

# **Regulations Governing Student Complaints**

**Student Complaint Expenses Form**

In appropriate and exceptional circumstances, the University may meet the reasonable and proportionate expenses actually incurred by the student and which were necessary to incur in order to pursue a legitimate complaint. The University will not consider claims for legal expenses, however all other reasonable expense claims (i.e. travel cost associated with attending a complaint meeting) will be considered, providing they are submitted on this form and accompanied by original itemised receipts.

|  |  |
| --- | --- |
| **Student ID no** |  |
| **Name** |  |
| **Address to which cheque is to be sent** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reason (i.e. bus travel to complaint meeting on)** | **Date expense incurred** | **Amount Claimed** | | **Evidence provided** |
| **£** | **P** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total claimed** | |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| I certify that the expenditure detailed above was actually and properly incurred by me for the purposes stated.  **Signed** |  | **Date** |  |

# **For Completion by University**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Originated By:** | **Authorised Signatory** |  | | | | | | | | | | | | | | | |
|  | **School/ Other Grp** | **(Print)** | | | | | | | | | | | | | | | |
|  | **Order No** | **TC £ P** | | | | | | | | | | | | | | | |
| **Comments**  **(For Finance use only)** | **Allocation Codes** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Below this line, Finance Dept use only**

|  |  |
| --- | --- |
| **University Reference** |  |
| **Passed for Payment** |  |