



The
University
Of
Sheffield.

Student
Services
Department.

Admissions Service
9 Northumberland Road
Sheffield S10 2TT
UNITED KINGDOM
Tel: +44 (0)114 222 8030
Fax: +44 (0)114 222 1415

ADMISSIONS COMPLAINTS FORM

This form is for the submission of complaints relating to admissions to the University of Sheffield. Before completing this form, please refer to our Appeals and Complaints Procedure for Applicants, which is available via <http://www.shef.ac.uk/undergraduate/policies> or <http://www.shef.ac.uk/postgraduate/info>. Your complaint should be submitted to the **Admissions Service, Student Services Department, The University of Sheffield, 9 Northumberland Road, Sheffield, S10 2TT, UNITED KINGDOM**. You will be informed of the outcome of your complaint in due course. Please note that complaints will only be considered on the grounds that relevant information has not been appropriately considered, or that the correct procedures have not been followed.

Section 1 – Personal Information

This section is for the personal/contact details of the person making the complaint.

| | | | | | |
|---------------------|--|------------------------|---------------|--|--|
| Title | | Forename/Given name(s) | | | |
| Surname/Family name | | | | | |
| Address | | | | | |
| | | | Postcode | | |
| Telephone number | | | Email address | | |

Section 2 – Application Information

This section is for the details of the application related to the complaint. If the person making the complaint is not the same as the applicant, please note that we will not be able to process the complaint without written evidence of the full consent of the applicant concerned.

| | | | | | |
|-----------------------|--|------------------------|--|---------------|--|
| Title | | Forename/Given name(s) | | | |
| Surname/Family name | | | | Date of birth | |
| ID/Application number | | | | Choice number | |
| Course title | | | | Course code | |

I am the applicant concerned in this complaint

I am not the applicant concerned in this complaint, but I have their written consent, and this is enclosed with this form

Section 3 – Grounds for Complaint

I wish to make a formal complaint about:

University or departmental admissions policies and procedures used to reach a selection decision

The means by which a selection decision has been reached

Actions or lack of actions by the University or its staff at any stage of the application selection process

Section 4 – Details of Complaint

Please provide details of your case. You can use additional sheets if necessary.

Section 5 – Desired Resolution

Please inform us how you would like the University to resolve your complaint.

Section 6 – Enclosures

Please provide details of all the documents enclosed in support of your complaint.

Section 7 – Previous Action

If you have already taken action to attempt to resolve the matter informally, please give details below.

Section 8 – Declaration

I believe that the above information is accurate. I confirm that details of this complaint can be passed on to the relevant members of University staff for comment and consideration.

Signed..... Date.....