

ADMISSIONS COMPLAINT FORM

You should complete this form only after reading the Admissions Complaints Procedure available from the Admissions and Student Recruitment Office.

A completed form should be sent to the Head of Admissions and Student Recruitment (admissions@cssd.ac.uk).

Date of complaint:

Your full name:

Your contact details:
(home address, e-mail
address and mobile
number)

Course applied to:

Audition/interview
date (if applicable):

The nature of your
complaint:

The nature of your complaint (cont):

Any copies of documents attached as evidence (please list):

Please indicate, if possible, what you would consider a satisfactory outcome of this complaint.

Please keep a copy of your complaint and forward this copy of the complaint to the Head of Admissions and Student Recruitment.

For Office Use Only

Date complaint received:

Outcome of investigation:

Completion of Procedures Letter sent: