**Request for Review Form**

This form is to be completed in accordance with Stage 3 of the [Complaints Procedure for Students and Employers](https://writtle.ac.uk/pdfs/complaints_procedure.docx) and should be submitted by email to complaints@writtle.ac.uk or in hard‐copy to: Complaints Team, Writtle University College, Chelmsford, Essex, CM1 3RR.

Please do not complete this form unless you have completed Stages 1 and 2 of the Procedure.

A complaint will not be investigated if this form has not been completed in full or if it is anonymous.

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| Name: | Address: |
| Course : |
| Tel. No.: | Email address: |
| Company/organisation (where this complaint concerns an apprenticeship contract): |
| **Grounds for Review**A request for review may be made on limited grounds, including but not confined to:* A review of the procedures followed at the formal stage;
* Consideration of whether the outcome was reasonable in all the circumstances; or
* There is new material evidence which you were unable, for valid reasons, to provide earlier in the process.

The review stage will not usually consider the issues afresh or involve a further investigation. |
| **Grounds for Review:****(Please tick as appropriate)** | A procedural irregularity |  |
| The outcome was unreasonable |  |
| There is new material evidenceavailable |  |
| **Please explain your grounds for review, how you have been disadvantaged by this and list the evidence to support your grounds.** Include reasons why you did not submit this at an earlier stage.Continue overleaf if necessary |  |  |

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| Please state your preferred outcome |  |
| **Declaration****I declare that the information given in this form is true to the best of my knowledge and that I would be willing to answer further questions relating to it if necessary.** |
| Signature: | Date: |