

Request for Review Form

This form is to be completed in accordance with Stage 3 of the [Complaints Procedure for Students and Employers](#) 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.

Name:		Address:	
Course :			
Tel. No.:		Email address:	
Company/organisation (where this complaint concerns an apprenticeship contract):			
<p>Grounds for Review</p> <p>A request for review may be made on limited grounds, including but not confined to:</p> <ul style="list-style-type: none"> • 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. <p>The review stage will not usually consider the issues afresh or involve a further investigation.</p>			
Grounds for Review: (Please tick as appropriate)	A procedural irregularity		
	The outcome was unreasonable		
	There is new material evidence available		
<p>Please explain your grounds for review, how you have been disadvantaged by this and list the evidence to support your grounds.</p> <p>Include reasons why you did not submit this at an earlier stage. Continue overleaf if necessary</p>			

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Please state your preferred outcome	
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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: