

SEO Reference Number:

**GROUP COMPLAINT CONSENT FORM**

# TO BE COMPLETED BY THE LEAD STUDENT, NOMINATED BY THE STUDENTS BRINGING THE COMPLAINT, TO BE THE SPOKESPERSON FOR THE GROUP

# AND LIAISE WITH THE UNIVERSITY ON THEIR BEHALF

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| Name of Lead Student: | Student Number:  |
| Programme: | Level: |
| School/Partner Organisation: | Year of Study: |
| Address for correspondence in connection with the complaint:………………………………………………………………………………………………………………………………...…………………………………………………………………………………………………………………………………Postcode…………………………………………. Telephone Number ………………………………………E-Mail address………………………………………………………………………………………………………… |

All students bringing the group complaint should complete their details below. On signing the form, the students are giving consent that their complaint will be dealt with collectively and that they have given their consent for the student detailed above to act as spokesperson for the group.

**If any student is unable to sign the consent form by hand, they must send an email from their University of Bolton account to** **complaints@bolton.ac.uk** **confirming that they have given their consent.**
**SEO must receive such consent within 5 days of this form being received by SEO and prior to Stage 2 of the procedure commencing.**

The University will direct all correspondence relating to the complaint to the spokesperson. Independent help and advice about completing this form can be obtained from the Students' Union. Please telephone 01204 900805 or e-mail info@boltonsu.com or call into the Student Union Office to make an appointment.

***Complete the form overleaf in block capitals or type.***

The Student Complaints Procedure is available at the Student Information Policy Zone at the following link <http://www.bolton.ac.uk/studentinformation-policyzone/Home.aspx>

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| **Student Number:** | **Full name:** | **Programme of Study:** | **Year of study:** | **Signature:** |
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| Declaration by the Lead Student:I declare that the information given in this form is true, and that I have been nominated on behalf of the students listed above to be the spokesperson in relation to this complaint.  |
| Signed: | Date: |