

**Complaint Appeal Form**

**Definition of an Appeal**

1. Appeal Policy procedure has not been adhered to
2. Evidence has not been considered or new evidence has come to light

Complaint reference No. …………………………

I wish to appeal against the decision of ………………………………………. *[Manager]*

………………………………………………………………………………………………….

Taken on ………………………………………………………………………… *[Date]*

I enclose a copy of my original complaint and the decision.

I am unhappy with the decision for the reasons identified below:

|  |
| --- |
|  |

Signature: ………………………………………………………………………

Date when form submitted: ……………………………………………………

This form should be forwarded to:

[Complaints@liv-coll.ac.uk](mailto:Complaints@liv-coll.ac.uk)

Alternatively, by post

Complaints Department

The City of Liverpool College

Learning Exchange

Roscoe Street

Liverpool

L1

You will receive a response within 10 working days of the date your Appeal was received.