

Appendix F

Regulations Governing Student Complaints 2013/14

Student Complaint Expenses Form

In appropriate and exceptional circumstances, the University may meet the reasonable and proportionate expenses actually incurred by the student and which were necessary to incur in order to pursue a legitimate complaint. The University will not consider claims for legal expenses, however all other reasonable expense claims (i.e. travel cost associated with attending a complaint meeting) will be considered, providing they are submitted on this form and accompanied by original itemised receipts.

Student ID no	
Name	
Address to which cheque is to be sent	

Reason (i.e. bus travel to complaint meeting on)	Date expense incurred	Amount Claimed		Evidence provided
		£	P	
Total claimed				

I certify that the expenditure detailed above was actually and properly incurred by me for the purposes stated. Signed		Date	
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For Completion by University

Originated By:	Authorised Signatory																
-----	School/ Other Grp	(Print)															
Comments (For Finance use only)	Order No	<u>TC</u>										£	P				
	Allocation Codes																

Below this line, Finance Dept use only

University Reference	
Passed for Payment	