

IRISH COLLEGES TRAINING CENTRE STUDENT COMPLAINT FORM

PART 1: Your Personal Details

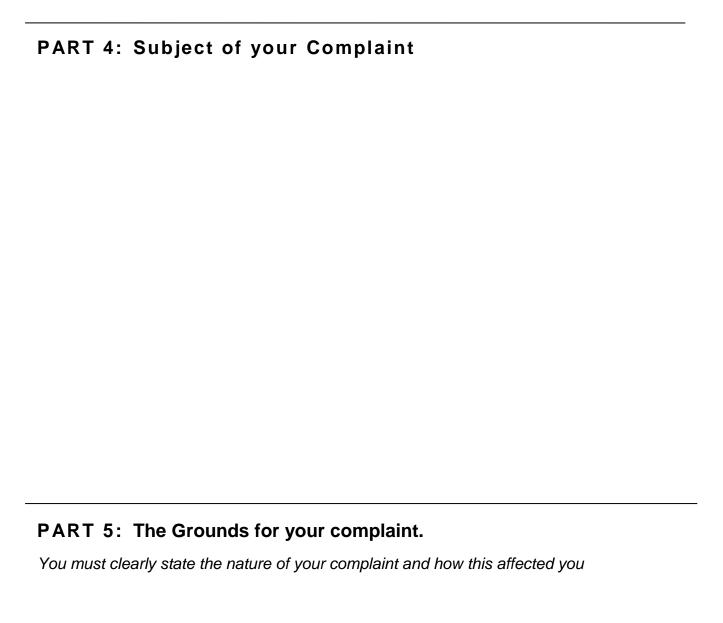
Student number															
First name					ı					<u> </u>			I		
Family name															
Contact email															
A I I a a a Cara															
Address for															
correspondence										Ро	st c	ode			
Contact number															
PART 2: Your Course details															
Course								 	 						
Current Course								 							

PART 3: Declaration. (Unsigned forms will not be considered)

I confirm that I have read and understood the complaints procedure and I understand that ICTC will not accept complaints from third parties or anonymous sources. I understand that ICTC will assess my request on the basis of the information I have submitted. I confirm that the information given on this form and the supporting evidence is true and accurate. I understand that if my complaint is believed to be unreasonable, vexatious or malicious it may lead to disciplinary action being taken against me by ICTC. I understand that ICTC may need to share information with other persons or organisations as part of any investigation to resolve my complaint. By signing this form I authorise ICTC to investigate my complaint.

Signature	Date
Send your completed request form	along with your evidence to: Complaints and
Appeals, Irish Colleges Training	Centre, University Business Complex, Castletroy
Limorick	

October 2015 Page 1 of 3



October 2015 Page 2 of 3

PART 6: The nature of the remedy sought You must clearly state what reasonable actions you would like the University to consider if your complaint were to be upheld.

Please note that if you have not completed all parts of the form, this will delay the consideration of your complaint and will mean it is more likely to be declined.

When you are ready to submit your complaint and have completed the form in full, please send the form along with all of the evidence that you wish to be taken into consideration to:

Complaints and Appeals, Irish Colleges Training Centre, University Business Complex, Castletroy, Limerick.

Remember that your complaint must be made within 20 working days of the matter which is the subject of the complaint

October 2015 Page 3 of 3