**EXTERNAL COMPLAINT REVIEW REQUEST**

This form is to be completed by people who wish to request a review of the University’s response to an External Complaint. For further information, please refer to the University’s External Complaint Procedure.

You should submit the completed form by email to compliance@wrexham.ac.uk. Alternatively requests for a Review may be sent in writing to: Legal Services, Wrexham University, Plas Coch, Mold Road, Wrexham, LL11 2AW. Anyone who needs to make a complaint in an alternative format may contact the University by telephoning 01978 293186.

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| **Full name:** |  |
| **Email or postal address:**  *(for use to respond to you)* |  |
| **Telephone number:** |  |
| **Date of our response to you:** |  |
| **Today’s date:** |  |
| **Your reasons for requesting a review:**  *Please explain as fully as possible why you disagree with the University’s decision.* | |
|  | |
| **Please indicate what outcome or further action you would like from the University:** | |
|  | |
| **Please note:**   * This request for a Review must make it clear why you are not satisfied with the outcome provided by the University specifying the grounds for the request. In all cases, you need to demonstrate, through evidence, that you have a valid ground to request a Review. * [General Counsel and University Secretary] will determine whether you have demonstrated that a Review is justified. | |