

**STUDENT COMPLAINT PROCEDURE**

**Group Spokesperson Consent Form**

*For completion by each individual student who is party to the group complaint*

**Before completing this form, please read the Student Complaint Procedure and supporting guidance which can be found here:** [**http://www.cardiff.ac.uk/public-information/students-applicants/complaints**](http://www.cardiff.ac.uk/public-information/students-applicants/complaints)

**Please note, for Data Protection Purposes, each individual student who is party to the group complaint will be required to complete this form. The completed forms for each individual student should be submitted by the Group spokesperson.**

**The group spokesperson will also need to complete this form and they must also list all students party to the Group complaint on the Group Members form which can be downloaded here:** [**http://www.cardiff.ac.uk/public-information/students-applicants/complaints**](http://www.cardiff.ac.uk/public-information/students-applicants/complaints) **. The individual Group Spokesperson Consent forms and the completed Group Members form should be submitted at the same time as the complaint and supporting evidence within the timescales attached to each stage of the Procedure.**

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| **1. PERSONAL DETAILS** | | | | | | |
| **Full Name**: |  | | | **Student ID No:** | |  |
| **Programme and Year of Study** | | | |  | | |
| **2. SPOKESPERSON’S CONTACT INFORMATION** | | | | | | |
| **Full Name**: |  | | | **Student no:** | |  |
| **Address for correspondence in connection with the complaint (if different to that held on SIMS)** | | | | | | |
|  | | | | | | |
|  | | | | | | |
| **Postcode:** | |  | **Telephone number:** | |  | |
| **Are you the Spokesperson:** | | | | **YES**  **NO** | | |
| **3. DECLARATION** | | | | | | |
| I understand that:   * Students cannot normally be accompanied or represented by someone acting in a legal capacity unless this is requested and agreed by the University as a reasonable adjustment. * The University will correspond directly with the spokesperson appointed by the Group in relation to my complaint and I will receive a copy of the Complaint Outcome and/or Completion of Procedures letter. * If relevant to the complaint, the University may release my personal data (which could also be sensitive) to the spokesperson. * If I wish to withdraw from the group, I need to confirm this in writing, either by email or post, to the University member of staff managing the complaint. * The University will communicate with the spokesperson about the Group complaint by email normally through the address held on their Student Record (SIMS) or by post to the address held on SIMS. * I am responsible for keeping my personal details up to date.   **I confirm that I wish to be party to the Group complaint and that the person named on this form has been appointed as the group spokesperson.**  **SIGNATURE: DATE:** | | | | | | |