

**STUDENT COMPLAINT PROCEDURE**

**Group Members Form**

*To be completed by the appointed Group Spokesperson*

**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**

**The Group spokesperson should arrange for all students who are party to the Group complaint to be included on this form.**

**Please note, for Data Protection purposes, each individual student who is party to the group complaint (including the spokesperson) will also be required to complete a Group Spokesperson Consent form which can be downloaded here: http://www.cardiff.ac.uk/public-information/students-applicants/complaints**

**The individual consent forms and the completed Group Members form must be submitted by the spokesperson at the same time as the complaint and supporting evidence within the timescales attached to each stage of the Procedure.**

# *COMPLETE IN BLOCK CAPITALS OR TYPE*

*Please use additional sheets, if necessary*

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| **NAME** | **STUDENT ID** | **Completed Group Spokesperson Consent Form attached (✓)** |
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