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| **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 |
| **Name:** |
| **Address:** 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. You can use additional sheets if necessary |
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| **Please indicate what outcome or further action you would like from the University:** |
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| **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.
* The University Secretary will determine whether you have demonstrated that a Review is justified.
* Alternatively formal complaints may be sent in writing to: The Legal and Governance Department, D16 Richmond Building, University of Bradford, Richmond Road, Bradford BD7 1DP. Anyone who needs to make a complaint in an alternative format may contact the University by telephoning 01274 238596.
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