



This form should be used by students to submit a formal complaint. It must be completed in full and supported by relevant evidence. For information please see the procedure document

Students' Complaints Form

Date:

Name and Surname:

Telephone:

Email:

Please use the box below to describe the reason for your complaint. You must clearly and concisely explain what you feel has gone wrong and any action that you have taken.

[Large empty rectangular box for describing the reason for the complaint.]

Please explain in the box below any steps you have taken to address the issues raised in your complaint informally with the relevant area/department. Include the names of staff and attach any correspondence that you have had with them.

This form and evidence must be submitted to student.affairs@nup.ac.cy within **15 working days** of the informal stage outcome. Ensure that you have understood the requirements of the procedure and seek support from the Neapolis University, your personal advisor or departmental administration team.

