**AMERICAN EDUCATION CENTRE LTD**

**FORM FOR STAGE 2**

**1. Your Details**

|  |  |
| --- | --- |
| Full Name |  |
| Student ID Number (ANC) |  |
| Course | FOUNDATION / DIPLOMA / DEGREE / TOPUP / POSTGRADUATE |
| Awarding University / Institution | University of West London |
| Study Location | Head office-Colombo 03 / ANC Branch Campus (Maya Avenue) / ANC Branch Campus (Kandy) |

**2. Contact Information**

|  |  |
| --- | --- |
| Email Address |  |
| Alternative email (if any) |  |
| Contact Number 1 |  |
| Contact Number 2 |  |

If you have supplied contact information which is different to the details currently held by the Institution, please update your Student Record as soon as possible with the Registrations Office.

**3. In the space below please give a full statement of your complaint. You may attach relevant supporting document to this form.**

**4. In the space below please give brief details of steps already taken to resolve your complaint.**

**5. In the space below, briefly state why you are dissatisfied with the outcome of stage 1 – informal stage of your complaint.**

**6. In the space below please provide the remedies or solutions you are seeking for your complaint.**