



Join National College of Ireland's Student Complaints Form

Please complete the below form in full and email to the appropriate Head of School for academic complaints or Registrar at registrarsoffice@ncirl.ie for other related matters.

1. Student Name:
2. Student Number:
3. NCI Email Address:
4. Personal Email Address:
5. Contact Number:
6. Programme/Course Attending:
7. Year of Programme/Course:

Section A: Details of the Complaint

1.1. Please mark "X" in one of the below areas that your complaint refers to and specify where appropriate:

1. Student Services
2. Core Services
3. Faculty
4. School (please specify) School of Business: School of Computing: CELL:
5. Other (please specify)

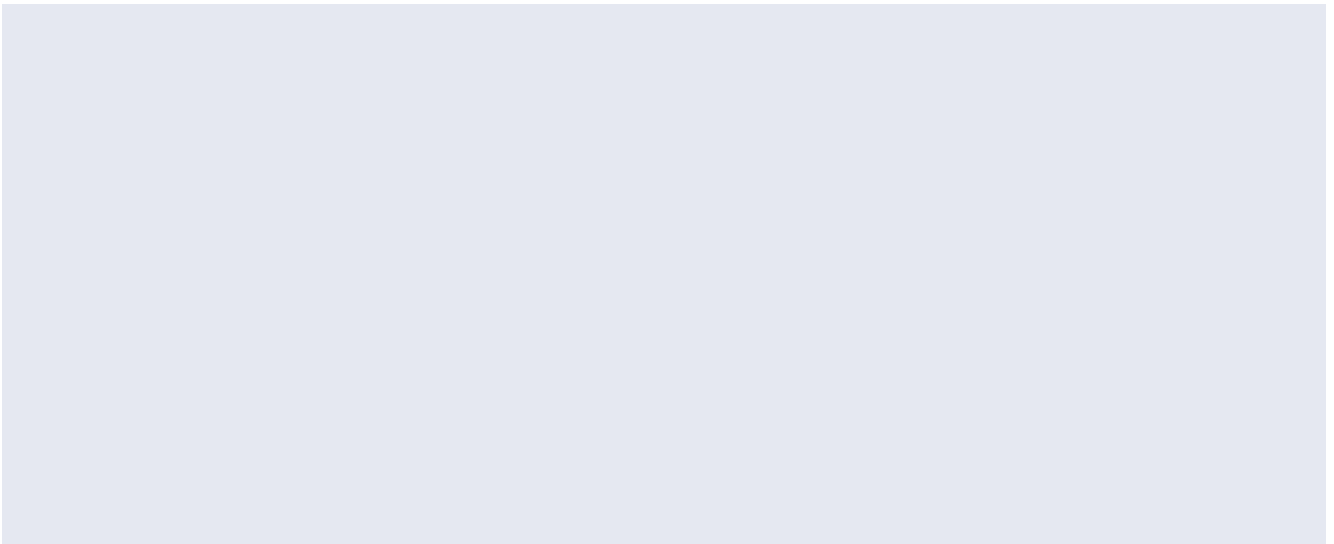
Please confirm the date of incident in the format DD/MM/YYYY:

Please note that Appeal complaints must be logged no more than 3 months after the incident has happened]

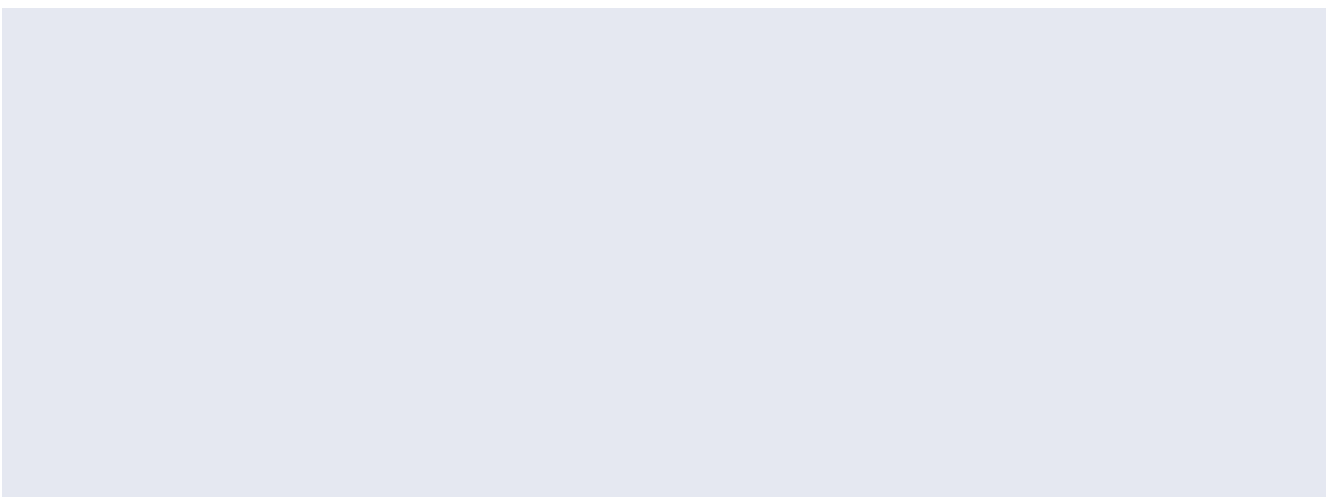
1.3. Please outline a summary of your complaint (max 1000 words).



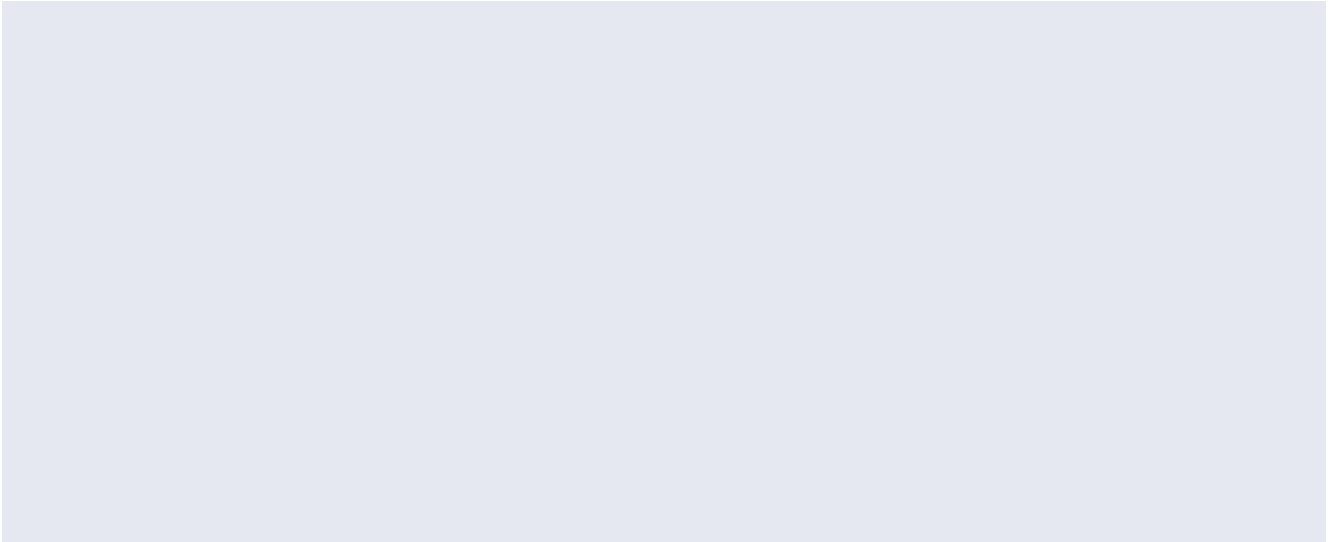
1.4. In an attempt to resolve your complaint locally, please provide the name of contacts you communicated with and the dates.



1.5. Please provide a summary on why you feel your complaint was not initially resolved at a local and formal level with the relevant person(s) (max 500 words).



1.5. Please explain the impact the issue had on you during your time at NCI and what resolution you would be hoping for (max 1000 words).



1.6. By submitting this form, you confirm that you have read and understood the Students Complaints Policy and that you have exhausted all avenues at attempting to resolve your complaint locally and formally (please tick this box)