



**Who was involved?**

**How was the student affected?**

**What outcome is the student hoping for?**

Please make the student aware that the institution can only consider outcomes which are reasonable, and which are allowed by the Backstage Academy's Regulations, Policies and Procedures. Please also make the student aware that the institution will not be able to tell them about some actions if they would breach an individual's rights to data protection and anonymity (such as disciplinary action against a fellow student or member of staff).



**Student Agreement**

- I agree that the information gathered in this form accurately reflects our conversation.
- I agree that information about my concern/complaint and its outcome may be gathered and recorded by Backstage Academy.
- I agree that my name and other necessary information about the complaint may be disclosed in order to properly investigate it.
- I also understand that information about the complaint and its outcome may be reviewed by Academic Board, University of Bolton Partnership Meetings and other committees for monitoring and evaluation in terms of quality assurance as the institution is required to undertake for statutory purposes. Such reporting will not include any of my personal details.

<b>Signature</b>		<b>Date</b>	
<b>Name:</b>			

Your written response to the student should be copied to the Registry Manager via [complaints@backstage-academy.co.uk](mailto:complaints@backstage-academy.co.uk) so that the complaint can be tracked