
NON-ACADEMIC RELATED MATTERS COMPLAINTS POLICY (NARCP)

Stage I: Informal Resolution

Addressed to a member of the relevant team

(If you are unsure who to direct your query to, please contact:
complaints@richmond.ac.uk)



Stage II: Formal Resolution

Addressed to the Head/Director of the relevant team using the Formal
Complaint Form

Include detailed description of complaint, any relevant evidence, and desired
outcome

Initiated by: [Name] | Date: [Date] | Ref: [Reference Number]

COMPLAINTS POLICY: ACADEMIC RELATED MATTERS (CPAR)

Stage I: Informal Resolution

Addressed to relevant instructor/support person or their line-manager
(If you are unsure who to direct your query to, please contact: complaints@richmond.ac.uk)



Stage II: Formal Resolution

Addressed to Dean/Associate Dean of School or designee/Head of support office

For more details visit: <https://www.richmond.ac.uk/policies/>