



<b>Title:</b>	<b>Student Complaints Policy</b>
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<b>Approved by:</b>	<b>Senior Management Team</b>
<b>Policy owner:</b>	<b>College Manager</b>

WaterBear is a College of Falmouth University and as such its students are students of Falmouth University, studying at WaterBear. All WaterBear policies and procedures have been tailored to best suit the specific requirements of the College, its students and staff. In some instances, Falmouth policies and procedures may be deferred to for additional guidance, or where Falmouth policy has been deemed to cover both the requirements of the University's operations and those of its academic partners.

This policy should be read in conjunction with the **WaterBear Complaints Procedure (WBSCPro-01)**

This policy applies to any student, prospective student and applicant of WaterBear in receipt of a direct service from the College.

Definitions:

- **You/Your** means a student, prospective student or applicant of WaterBear
- **We/Us/Our/The College** means WaterBear

The Complaints Procedure is managed by the Senior Management Team (SMT), which is responsible for the effective development, implementation and management of the College's policies, procedures and processes.

## **1 Introduction**

1.1 The levels of service that you can expect from the University are outlined in course information and on the University's website. Where you believe the College has failed in its provision of this



level of service, and you are a student, prospective student or applicant of WaterBear in direct receipt of said provision, you may wish to submit a complaint.

1.2 Complaints must be submitted as per the Complaints Procedure, to allow the College to deal with concerns as quickly and efficiently as possible, and ensure parity for all parties involved. The College expects all parties involved in the raising and investigation of a complaint to act reasonably and fairly towards each other in the spirit of conciliation, and to treat the procedures with respect.

1.3 If a complaint is received by the CEO or another such office-holder, it will be referred to the Senior Management Team who will ensure that it enters the procedure at the appropriate point.

## **2 Policy detail**

2.1 You should raise your complaint as soon as possible after the specific issues and/or events against which you wish to complain occurred, and within the timescales stated within the Complaints Procedure. This process allows the College to investigate and respond to your claims and, where necessary, make changes. If significant time has passed since the issues/events about which you wish to complain took place, it may be difficult and/or impossible for the College to conduct a fair and proper investigation into the circumstances and details of the complaint.

If there is a delay in submitting a complaint, you may be asked to explain the reason for the delay. If you do not have a valid reason, your complaint may be determined to be out of time, and will not be investigated.

2.2 As far as possible, complaints should be raised initially with a relevant member(s) of staff. Every effort will be made to facilitate early resolution and it should be possible for the majority of complaints to be resolved quickly and effectively at this informal level.

If you make a complaint which has not been raised informally in the first instance, it may be referred back to the early resolution stage if appropriate.

2.3 Complaints cannot be made anonymously. If another person is named in a complaint, they have a right to know what is being alleged, and to know who is making the complaint. However, all complaints will be dealt with sensitively, in the spirit of conciliation, and as far as possible, confidentiality will be maintained.



2.4 A complaint involving alleged misconduct of a WaterBear student will be referred to the College Manager to determine whether any action is required under the Student Disciplinary Policy and Procedure.

2.5 A complaint involving alleged misconduct of a member of staff will be referred the college Senior Management Team (SMT) or the Chief Financial Officer (CFO), to determine whether any action is required under the College's Disciplinary Policy for staff.

2.6 Where a serious allegation against a student or a member of staff is made, the College may have a duty to investigate the case, regardless of whether you wish to formalise your complaint. It may also be necessary to refer some serious complaints to the SMT even where these have been reported outside of the timescales set out in the Complaints Procedure.

2.7 Whatever the nature of your complaint, you can expect it to be dealt with fairly and in accordance with the College's policies and procedures. The time limits set out in the Complaints Procedure will normally be followed; however, where this is not possible, you will be kept informed of progress.

2.8 Every complaint will be carefully considered and you will be told the reasons for any decision. The College hopes that the Complaints Procedure will enable you to find a satisfactory resolution to any problems. However, please be aware that the consideration of a complaint will not always produce your desired result, as provision of some results and/or services may be dependent on resources or policy decisions at national level.

2.9 You will not be discriminated against or suffer any recrimination as a consequence of making a complaint.

### **3 Matters which are not covered by the College's Complaints Procedure**

3.1 Some issues cannot be dealt with under the Complaints Policy. For example, this policy cannot be used to appeal against a decision made by an Assessment Board. Students wishing to make an academic appeal should read the WaterBear Appeals Policy and Procedure.

3.2 All students are expected and required to be aware of and abide by the College's regulations, policies and procedures, and ignorance of any particular regulation, policy or procedure is not valid grounds for complaint.



For example, WaterBear's partner university Falmouth University's [Fees Policy](#) states that tuition fees are payable for each year of study and are subject to annual inflation-linked increases. Complaints may not be submitted on the grounds that you do not agree with the advertised fee increase against which you have enrolled.

3.3 If any aspect of your complaint is shown to be malicious, dishonest and/or vexatious, the complaint will not be considered. Examples include:

- complaints which are obsessive, harassing, or repetitive
- insistence on pursuing non-meritorious complaints and/or unrealistic, unreasonable outcomes
- insistence on pursuing what may be meritorious complaints in an unreasonable manner
- complaints which are designed to cause disruption or annoyance
- demands for redress which lack any serious purpose or value.

If your complaint is deemed to be malicious, dishonest and/or vexatious the College will issue a Completion of Procedures letter and depending on the circumstances you may also and you may be referred to the College's Student Disciplinary Policy and Procedure.

## **5 Third party communication**

5.1 The College's relationship is with you as a student, irrespective of who pays your fees. The College will not deal with a third party complaint made on your behalf unless there is a valid reason, for example, a reasonable adjustment for a diagnosed disability. In cases where a third party complaint is appropriate, you will be required to complete a [Third Party Consent Form](#) in order to formally authorise a third party (such as a parent or guardian, carer, spouse or significant other) to act on your behalf. Where a [Third Party Consent Form](#) is received, the College will only correspond with the individual authorised to act on your behalf.

5.2 In line with the provisions of the General Data Protection Regulations, the College has a policy on the confidentiality of information held about individual students. Therefore, information relating to an complaint cannot be released to a third party other than when required by law or with the written consent of the student. If you would like to give your consent for the College to discuss your complaint with a third party, please complete a [Third Party Consent Form](#).

## **6 Policy and Procedural Review**



6.1 This policy is reviewed annually by the Senior Management Team and this group is made aware of all formal complaints