Your opinion counts

If you have any feedback about our services - whether it is good or bad - we would like to hear from you.

Why are we interested in your opinion?

We want to ensure that our services always meet the needs of our customers.

• If you have an idea or suggestion that could help us improve our services, why not tell us?

• If you are pleased with a service we provide, or the way a member of staff has dealt with you, we would like to know. If you wish, you can nominate a member of our staff for a customer service award - see http://www.kent.ac.uk/hospitality/HR/cust-service-award.html.

• If we can improve the level of service offered, please let us know. Wherever possible we want to investigate and put things right quickly and if there is a problem we want to stop it happening again. We may not always be able to change things in the way that you would like but we will at least be able to give you an explanation.

We will be professional and courteous in dealing with complaints and will respond promptly.

First step
Please talk to a member of our staff, who will try to resolve your complaint promptly.

Second step
If you are not satisfied with the response you receive, please email your complaint to hospitality-enquiry@kent.ac.uk. It will then be forwarded to the relevant department or manager, who will investigate and then respond to you directly.

Your complaint should contain a clear statement of your concerns, including any supporting documentation and how you feel your complaint might be resolved.

For areas not covered by the above please refer to the guide to University offices and services at http://www.kent.ac.uk/accommodation/canterbury/on-campus/services-guide/index.html

Third step
If you wish to appeal further, you should contact the Head of Residences & Conference Services, Kent Hospitality, University of Kent, Tanglewood, Canterbury, CT2 7LX. If your complaint is specifically about the Head of Residences & Conference Services, you should contact the Director of Commercial Services at Tanglewood. June 2014
**Timescales**
We aim to provide a response to your complaint within 14 days of receipt. However in complex cases this may take longer. We will keep you notified of progress and inform you of the reasons for any delay.

If you write to the Director of Commercial Services, you will receive a response to your complaint within 14 days of receipt.

A complaint will normally be considered more than three months after the substantive event(s) complained about.

**Who can complain**

Those who are directly using our services:
- current students;
- residents and ex-residents;
- parents/guardians of students, providing they have written permission from the student (this must be supplied at the time of raising the complaint);
- conference and external visitors to the University;
- neighbours of University of Kent students living off-campus in rented accommodation.

**What happens next**

The university accommodation service would wish to have the opportunity of putting matters right wherever possible or if appropriate by providing alternative accommodation. Monetary compensation is only paid in exceptional and appropriate circumstances. Students need to be realistic about compensation: in most cases compensation will be a modest amount. Only in cases where a student can demonstrate real financial loss, proven negligence or major inconvenience arising out of a breach by the university is compensation likely to be at a higher level.

**When the complaints procedure cannot be used**

- for matters where the courts have already become involved;
- for matters where police action is pending or a criminal change has been laid.

**Complaints from students**

Below is a link to the document ‘Complaints Procedures for Students’ which the University of Kent provides for students. This mainly covers academic complaints and also complaints students may have with professional services, such as those provided by Kent Hospitality.

http://www.kent.ac.uk/regulations/Regulations%20Booklet/complaints_procedure_students_august2013v5.pdf

The University is a member of The Universities UK Code of Practice for Student Accommodation. Once the University’s internal complaints procedure has been exhausted and a student has been issued with a ‘Completion of Procedures Letter’ in certain cases a student may take their complaint to the Office of the Independent Adjudicator for Higher Education (OIA). This is an independent body responsible for reviewing complaints about Higher Education Institutions in England and Wales. It is a free service for students.