

**Tutor/Student involved:** \_\_\_\_\_ **Time & Date:** \_\_\_\_\_

**Staff Member:** \_\_\_\_\_ **Copied and Referred to Coordinator:** \_\_\_\_\_

**Nature of Issue:** \_\_\_\_\_

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**Describe Actions Taken:** \_\_\_\_\_

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**Date and Time Resolved:** \_\_\_\_\_ **Resolved By:** \_\_\_\_\_

**Additional Notes:** \_\_\_\_\_

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**Further Action Required?**  Yes  No **Describe:** \_\_\_\_\_

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**Please use back for additional notes if needed**

V.2 11.6.15