

**Foundation University  
Rawalpindi Campus**

FURC-ADMW-SAO-2-F-26

**Student Complaint/Request Form/Feedback**

**Serial No.** \_\_\_\_\_

**Date :** \_\_\_\_\_

Completed student complaint /request forms are to be sent to the Director’s Office / Admr Office / Relevant Head of Department / MSA / AMSA

**YOUR DETAILS (STUDENT)**

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Full Name: \_\_\_\_\_ Student Registration \_\_\_\_\_ Program \_\_\_\_\_ Semester \_\_\_\_\_

**CONTACT DETAILS**

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Address: \_\_\_\_\_

Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

**TICK THE PROBLEM AREA**

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|                         |                            |                            |                |         |
|-------------------------|----------------------------|----------------------------|----------------|---------|
| Discipline              | Extracurricular Activities | Student Affairs Department | Administration | Canteen |
| Course Registration     | Class Schedule Problem     | Exam Matters               | Photocopying   |         |
| University Registration | IRC                        | IT Labs                    | Telecom Labs   |         |

**DESCRIBE YOUR COMPLAINT (ATTACH ADDITONAL PAGES IF NECESSARY)**

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Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Received Date:

Comments by AMSA:

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**Signature of AMSA**

Referred To Director/Admr/HoD/Manager Admin/MSA/Asst. Cont. Exam/ Account Officer  
for action / comments.

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**Signature**

To be sent to Director's Office/Admr Office urgently

Director 's/Admr Remarks:

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**Signature**

**Manager Student Affairs**