



NATIONAL OPEN UNIVERSITY OF NIGERIA

VERIFICATION OF STUDENTSHIP STATUS – COMPLAINT FORM

Please fill this form if you have any complaint about your studentship status.

1. Matriculation No: _____

2. Surname: _____

First name _____ Other Names _____

3. State of Residence: _____

4. Study Centre: _____

5. School or Centre: _____ 6. Programme: _____

7. Evidence of payment of registration fee {Receipt or Teller Attach Photocopy}.

8. Amount paid: _____

9. E-mail: _____ 10. Land line: _____

11. Cell Phone: _____ 12. Fax: _____

13. Tick (✓) the appropriate box below to indicate the nature of your complaint

- | | | |
|--|--|--|
| <input type="checkbox"/> Miss-spelt name | <input type="checkbox"/> Name not on Master List | <input type="checkbox"/> Any others
(Specify) |
| <input type="checkbox"/> Wrong or incomplete
Matriculation Number | <input type="checkbox"/> Programme Mismatch | |

Answer the questions below:

Did you register in any of the Programmes? (Yes/No)

Did you matriculate? (Yes/No)

Did you apply to defer your admission? (Yes / No)

Did you apply for Leave of Absence? (Yes/No)

Did you defer your Examinations? (Yes / No)

Signature of Complainant _____

Date: __ / __ / ____

NATIONAL OPEN UNIVERSITY OF NIGERIA

VERIFICATION OF STUDENTSHIP STATUS

Information for Study Centre Managers

The Master List of students, Centre by Centre, Programme by Programme should be provided by the Computer Network Services (CNS) and sent to all Study Centres for student verification.

A form capturing information about student's complaints is hereby attached.

Complaints Form should be forwarded to Academic Office, from the Study Centre, where such complaints are to be treated. The findings are forwarded to Computer Network Services for updating the Data Base. The Academic Office thereafter sends the findings to the study Centres.