

Complaints Form

YOU CAN ASK ANY MEMBER OF STAFF TO HELP YOU COMPLETE THIS FORM.

If you require this form in large print or if you require this form in an alternative format such as audiotape, please ask a member of the information, advice & guidance team.

If you are not happy with something at the College, you should first try and talk about your concern with a member of staff. This could be your tutor, or lecturer, or someone from the Information, Advice and Guidance Team. If you are still not happy, please complete this form

ABOUT YOU:

Family name:
First names:
Male/Female:
Student Number:
Course:
Address:
E-mail:
Telephone:

ABOUT YOUR COMPLAINT:

Please tell us about your complaint – use an additional sheet of paper if you need to.

Have you spoken to any member of College staff about this problem?

What would you like us to do?

Signed:

Date:

Thank you for completing this form. Please return this form to Reception or your Lecturer.

For Office Use Only

Type of complaint: Verbal

In Person

Action Taken: _____

Complaint Resolved: Yes No

If no, Please Specify what further Action is Required:

Name: _____

Department: _____