College Complaint Form

We are sorry that you have had cause to complain about the College. We are committed to provide the highest possible quality in our provision and we are continually trying to improve the service offered to students and other customers. Please complete this form, including as much information about the problem as possible to enable us to fully investigate your complaint.

Please note that staff is under an obligation not to allow a complaint by a student to have any bearing on the way that the student is treated or assessed.

Name: …….. Student ID: ……..…….

Date: ……

Please set out clearly the nature and origin of your complaint:

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Please describe the steps you have taken to resolve your complaint informally. If this has not been possible, or the outcome is not satisfactory, please explain why?

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Signature: ……

OFFICE USE ONLY

Date complaint received: ……

Student Name: ……

Please return to the College reception