



COMPLAINTS FORM

HELPING US TO GET IT RIGHT

Please use this form if you feel your complaint is serious and you wish it to be considered for investigation under our Complaints Procedure.

You will receive an acknowledgement of your complaint within five working days together with an explanation of how the College intends to resolve your complaint.

Your Name: Date:

Your contact details (e.g. telephone number, tutor group etc.):

Details of your complaint:

Please hand this form in to Reception in an envelope addressed to the Principal.
