

Complaints and compliments

Staff from Learner Services can help you complete this form if needed.



Name:

Address:

Email:

Date:

Telephone:

Student number (if applicable):

This is a

Compliment

Complaint

Tick if you require a response (full contact details must be provided)

We will send you an acknowledgement via email within 48 hours. If you register a complaint, we will investigate and an appropriate member of staff will contact you within 10 working days. Please make sure you **provide up to date contact details** to enable us to do this.

Use the space below to provide as much information as possible, you can continue on the back of this form or additional paper if necessary.

Cont.