



Students Complaints Form

Complaint is “an expression of dissatisfaction by one or more students about the College’s action or lack of action, or about the standard of service provided by or on behalf of the College.”

Student ID:	
Full Name:	
Course:	
Address for correspondence	

Please set out clearly the nature and origin of your complaint. You should also clearly indicate what remedy/remedies, if any, you are seeking, where applicable.

[Continue overleaf if necessary]

If you have tried to resolve your complaint informally, please say what steps you have taken and why the outcome is not satisfactory.

Signature:	Date:

Please return the completed form to the reception.