**Complaint Submission Form**

**Please complete and return**

**Your name:**

**Student name (if applicable):**

**Your relationship to the student/organisation:**

**Address:**

**Postcode:**

**Day time telephone number:**

**Evening telephone number:**

**Email:**

**Preferred method of contact:**

**Please give details of your complaint:**

**What action, if any, have you already taken to try and resolve your complaint. (who did you speak to and what was the response)?**

**What actions do you feel might resolve the problem at this stage?**

**Are you attaching any paperwork? If so, please give details.**

**Signature:**

**Date:**

**Official Use**

**Date acknowledgement sent:**

**By whom:**

**Complaint referred to:**

**Date:**