

# COMPLAINTS FORM

Please outline the details of your complaint on the form below. If you are a student at the College, please provide your name and student number. If you are not a student, please provide us with your name and contact details – address and telephone number.

A copy of our Complaints Procedure can be found on the College website. Alternatively, you can request a copy at reception.

Your completed form should be forwarded to either Dawn Haywood in one of the following ways:

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| By email to | [dawn.haywood@wqe.ac.uk](mailto:dawn.haywood@wqe.ac.uk) |
| By post to: | WQE  University Road  Leicester  LE1 7RJ |
| By hand to: | Reception addressed for the attention of Dawn Haywood |

If your complaint relates to the Principal or the Clerk to the Corporation, the complaint should be sent to the Chair of the Corporation, by post to the above address.

On receipt of your complaint we will send an acknowledgement within five College working days and will let you know who will be handling your complaint.

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| **Name** | **Student Number** |
| **Contact Details** | |

**Complaint Details**

In this section it would be helpful if you could provide an indication of the outcome you are seeking)

|  |  |
| --- | --- |
| **Signature** | **Date** |