**Student Complaint Form**

**(*Before filling out this form students are requested to read the Student Complaints Procedure)***

**Please complete the form in BLOCK LETTERS**

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| **Student ID No:** |  |
| **First name:** |  |
| **Last name No:** |  |
| **UK Current Address:** | **Postcode:** |
| **Telephone No.:** |  |
| **Email Address:** |  |

**Which factors do you believe are the cause of your complaint:** *(Please tick appropriate box)*

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|  |

Person *(communications/performance* Process *(procedures)*

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Equipment (*faulty/not available)* Policy *(rules/regulations)*

Premises *(Café/Rooms)* Other *(please state)*

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| Please use the space here to explain your complaint. Include as much information as possible including dates and locations as well as steps you have taken so far to raise the resolve of your complaint. *(You may continue on a separate sheet if you wish).* |

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| How do you see your complaint being resolved? *(Please note that whilst the College will take your views into consideration it will not necessarily act upon the information given here).* |

I have read and understood the Student Complaints Procedure. All the information provided on this form as well as any additional documentary evidence I have provided, is an accurate

I declare that all the above information is correct; I will inform the College about any further changes in my studies & circumstances.

**Signed: ……………………………………………………………………………………… Date: …………./…………/20**

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| --- | --- |
| **When completed the form should be sent to/submitted to:**  Registry Office  Email: registry@vantagecollege.co.uk  **Alternatively hand in to the Student Support Dept.** | **(For Office use only)**  **Date Received by Registry: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Investigating Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date of Hearing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Further Action needed:**   * **YES ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **NO** |