

**Confidential**

**COMPLAINT FORM**

Privacy Notice: The information provided on this form will be used by the College to follow up your complaint. In some circumstances the College may provide the information to external authorities if this is required by Law. You are providing this information voluntarily. It will be stored securely and treated confidentially. You may correct any personal information at any time by contacting the Grievance Counsellor

Name:		Student ID
Address:		
Phone: (H)		Phone: (M)
Email:		
Details of your complaint: (including any evidence you have to support your complaint?) Attach a separate sheet if necessary.		
What steps you have already taken to try to resolve the complaint informally?		
Why were the responses you received unsatisfactory?		
What you think needs to be done to address your concerns		
SIGNATURE		DATE
On completion of this form, you should either had it to or email it to the Grievance Counsellor.		