Complaint Form
002-DO5

Burnley College

If you would like to help complete this form, please ask at Student Reception.

Your full name:	**If you are making the complaint on behalf of a group, please give the name of the group/class.**
Male ☐ Female ☐	
Ethnic Origin: British ☐ Bangladeshi ☐ Indian ☐ Pakistani ☐ Other ☐	**Do you consider yourself Disabled:** Yes ☐ No ☐
Your address:	
Please note: if you do not give your name and address we will <u>not</u> be able to respond to your complaint.	
Details of complaint: (Please provide as many details as possible including dates of any relevant incidents and attach any/all supporting documents/evidence)	
Date complaint made:	

Your complaint will be dealt with by the member(s) of the college management team directly responsible for the service against which your complaint has been made.

All complaints are confidential.

When you have completed this complaint form, hand it into student reception in the envelope provided or post it to the following address.

Head of Administration, Burnley College, Ormerod Road, Burnley, BB11 2RX