

Complaint Form



If you would like help in completing 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:
Your full address:		
Please note: if you do not give your name and address we will <u>not</u> be able to respond to your complaint.		
Your gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Your ethnic origin: Bangladeshi <input type="checkbox"/> British <input type="checkbox"/> Pakistani <input type="checkbox"/> Indian <input type="checkbox"/> Other <input type="checkbox"/>	Do you consider yourself to be disabled? Yes <input type="checkbox"/> No <input type="checkbox"/>
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:	Signature:	

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
Princess Way
Burnley
BB12 0AN