

Customer Complaint Form



Student name:	Date:
Home Telephone:	Mobile Telephone:
Email:	
Postal address:	
	Postcode:
Course enrolled in:	
Have you approached the Tutor/Curriculum Manager in an attempt to resolve this issue? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Details of your complaint: *(Please write what specifically happened and attach pages as required):*

What do you view as a fair resolution/outcome of this complaint?

You can send your completed form to: **Chris Baillie, Director**
Swarthmore Education Centre
2-7 Woodhouse Square
Leeds LS3 1AD

Alternatively drop the completed form into reception office, an envelope will be provided on request to maintain your privacy – your complaint will be escalated in accordance with our Complaints Policy