Contact details

Title: ……………………..……………………..……………………..……………………..……………………..……………………..…………………..

COMPLAINTS FORM

First name: ……………………..……………………..……………………..……………………..……………………..……………………………..

Surname: ……………………..……………………..……………………..……………………..……………………..……………………………….

Postal address: ……………………..……………………..……………………..……………………..……………………..……………………

Email address: ……………………..……………………..……………………..……………………..……………………..…………………….

Mobile number: ……………………..……………………..……………………..……………………..……………………..………………….

Telephone (home): ……………………..……………………..……………………..……………………..……………………..…………….

Contact preference: Mobile /home

Nature of Complaint

Non-Academic matters Academic matters

Complaint

What are the details of your complaint?

*Please provide a summary of your complaint, including details such as the location, date, time, names of any people involved and/or areas of the college involved. Please attach any information or documentation you wish to have considered to support your complaint.*

What have you done so far to resolve your complaint?

*Please provide any information on the steps you have taken to resolve the issue and why the responses received were not considered satisfactory.*

What do you think needs to be done to address your complaint?

*Please tell us what you think needs to be done to address the concerns you have outlined in this complaint.*

Once completed, please submit this form, along with any supporting documentation, to

[quality@petroc.ac.uk](mailto:quality@petroc.ac.uk)