

Customer Complaint Form



Complaint ID	
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Section 1

Personal Details

Given name:	Address:
Family name:	
Date of Birth:	
Telephone:	
Email:	

Preferred method of contact: Email Post

Section 2

Course Details

Student ID:	Tutor:
Course title:	Campus:

Section 3

Complaint Details

Details of complaint

This form can be handed in at any campus Reception, or alternatively:
By post: Director of Planning & Performance, The Manchester College, Ashton Old Road M11 2WH
By email: feedback@themanchestercollege.ac.uk

Customer Complaint Form



Suggested actions / outcomes

Signature:

Date:

Received by (staff name):	<input style="width: 85%; border: none;" type="text"/>
Received at (campus/site):	<input style="width: 85%; border: none;" type="text"/>
Date received:	<input style="width: 85%; border: none;" type="text"/>
Date sent to Director of Planning & Performance:	<input style="width: 85%; border: none;" type="text"/>
Date received by Director of Planning & Performance:	<input style="width: 85%; border: none;" type="text"/>

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