



Complaints Form

Please complete and return to VLC who will acknowledge receipt and explain future actions to be taken.

Your Details			
Your Name:			
Student Name:			
Relationship to Student:			
Address:			Postcode:
Daytime Phone No.:		Evening Phone No:	
Email Address:			
Preferred method of communication?			
Your Complaint			
<p>Please give details of your complaint. You should include:</p> <ul style="list-style-type: none"> • who/what your complaint refers to, • what you think has been done wrong or not done, • how you (or your son/daughter) have been effected, • when you first became aware of the problem. 			

What action, if any, have you already taken to try and resolve your complaint? Please give details of your actions, and the response that you received.

Please explain why you are dissatisfied with the resolution of your complaint so far.

What actions do you feel might resolve the problem?

You are able to support your complaint with additional documents if you feel that this would be helpful. Please list any additional documents here, and attach them to this form.

Signature

Date

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