

# Complaint form

Completing this form is optional; you do not have to fill in a form to raise an issue. You may prefer to talk to staff members directly. However, if you are asking for an appointment with a Senior Manager, a written statement should be made. The information on this form will be used to help us improve our customer care.

Name: Student ID <i>(If you are not currently a student at this college it would be helpful if you could complete the reverse of this leaflet)</i>
Address:
Telephone number:

**Please forward to the Principal's Assistant,  
Paget Road Campus, Wolverhampton, WV6 0DU**

Alternatively you can contact us via our website at:  
**[www.wolvcoll.ac.uk](http://www.wolvcoll.ac.uk)**

*Thank you for taking the time to comment on our service.*

Student
Course Title (if applicable):
Personal Tutor:
Course Tutor:

Staff
Job Title:
Area:
Other:

Statement: (include the nature of the grievance, relevant dates and steps which have already been taken to rectify this matter)
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Signed:	Date:
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