

**COMPLAINTS FORM**

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| **Complainant Name** |  | **Student Name**(if applicable) |  |
| **Address** |  | **Contact Telephone**  |  |
| **Contact Email** |  |
| **Relationship to student (e.g. Mum / Dad)**(if applicable) |  |

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| **Full details of the complaint:**(Please include, where appropriate, date, time, location, names of any individuals involved and any other details)  |

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| **Have you discussed the complaint with the person concerned: Yes / No****If Yes, please give details:** |

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| **Details of any actions already taken to resolve the complaint (either by the complainant or the College):** |

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| **What actions you believe will resolve the complaint:** |

**The information I have provided on this form are true and accurate to the best of my knowledge.**

**Signature of Complainant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return to the PA to Principal (c.goldingay@notredamecoll.ac.uk) or to enquiries@notredamecoll.ac.uk