

# Imperial College of Excellence

## Complaint Form

This form is to be completed by any students or staff who wish to make a formal complaint against any individual, groups of individuals or the college as a whole.

**Complainants are advised that anything appearing in this form will be disclosed to the subject of the complaint during the course of any investigation and are advised to exercise caution regarding use of language and avoid personal abuse.**

In order to administer your complaint effectively, please complete all sections below as fully as possible. Please circle where necessary.

1) Complaint against:

2) Nature of complaint:

3) What resolution are you seeking?

4) Please complete your details as requested below. (In giving your details, you can be assured that you will not be disadvantaged in any way as a result of submitting a formal complaint in good faith.)

Contact address.....

.....Post Code.....

Name..... Signature.....

(Please print clearly) Date.....

Once you have completed this form as fully as you are able to, please submit it to the Student Welfare Officer or Reception by post/email or in person.

4) Please complete your details as requested below. (In giving your details, you can be assured that you will not be disadvantaged in any way as a result of submitting a formal complaint in good faith.)  
  
Contact address.....  
  
.....Post Code.....  
  
Name..... Signature.....  
  
(Please print clearly) Date.....  
  
Once you have completed this form as fully as you are able to, please submit it to the Student Welfare Officer or Reception by post/email or in person.