

FORMAL COMPLAINT FORM

Name:		
Postal Address:		
Email Address:		
Telephone Number:		
College Course (if applicable):		
Informal Complaints: Who have you raised this complaint with and when?		
Nature of complaint: Please outline a factual statement of the circumstances of the complaint. Attach any evidence or information in support of this complaint.		

Solution: What would you like to happen with regards to this complaint? Please note, your suggestions will be considered but cannot be guaranteed.

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Signed:		Date:	
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Please complete all sections and return your completed form, together with any supporting information, to the Deputy Principal – Curriculum and Quality, Furness College, Channelside, Barrow in Furness, Cumbria, LA14 2PJ, or email to mark.nicholson@furness.ac.uk