

Customer Complaint Form



Complaint ID	
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Section 1 Personal Details

Given name:	Address:
Family name:	
Date of Birth:	
Telephone:	
Email:	

Preferred method of contact: Email Post

Section 2 Course Details

Student ID:	Tutor:	
Course title:	Campus:	

Section 3 Complaint Details

Details of complaint

Customer Complaint Form



Suggested actions / outcomes

Signature:

Date:

Received by (staff name):	
Received at (campus/site):	
Date received:	
Date sent to Director of Planning & Performance:	
Date received by Director of Planning & Performance:	

This form can be handed in at any campus Reception, or alternatively:
By post: Director of Planning & Performance, The Manchester College, Ashton Old Road M11 2WH
By email: feedback@themanchestercollege.ac.uk