



YORK LEARNING COMPLAINTS FORM

Name:

Address:

Telephone:

(PLEASE NOTE YOU DO NOT NEED TO GIVE YOUR NAME AND ADDRESS IF YOU DO NOT WISH)

Centre:

Course:

Nature of complaint

Briefly describe your cause for complaint

What is the complaint?

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When did it take place?

Who was involved?

Outcome

Ideally, what would you like to happen as a result of your complaint – an explanation, an apology, an assurance it won't happen again, a refund or other outcome).