

Complaint Form

Your Details

Name		Date	
Email		Phone Number	

If you are making a complaint on behalf of a student, please give their details

Name		Student ID	
Relationship to Student			

Have you already attempted to resolve your complaint informally? If so, please provide details (include names, dates, outcome etc)

--

Summarise the nature of your complaint

--

Specify the desired outcome

--

**Please send this form and any documents to support your complaint to
Customer Support Services at customersupportservices@capel.ac.uk
Complaints will be dealt with within 10 College days**