

Complaint Form

For further information on the college's Complaints Policy and Procedures please refer to the college website or Moodle. If you have any queries about the Complaints Policy and Procedures please contact complaints@edinburghcollege.ac.uk or Room 2-18, Milton Road Campus, 24 Milton Road East, Edinburgh EH15 2PP.



DATA PROTECTION

The personal data which has been supplied on this form is protected under 1998 Data Protection Act and will only be used in the processing of your complaint. It will not be disclosed to a third party without your explicit consent.

Personal Details

Your Name:

Date:

Your Address (for correspondence in connection with the complaint):

Postcode:

Email:

Telephone number: Day:

Eve:

Mob:

Your Complaint

What is the nature of your complaint? – briefly explain the outline of the complaint:

Your Course:
(if applicable)

Campus: Granton Milton Road Other (please give details)
Midlothian Sighthill

How has this affected you?

What do you think the College should do to put things right?

Declaration

I declare that the information given in this form is true, and that I would be willing to answer further questions relating to it if necessary.

Signed:

Date:

Now save your form. (If you used Google Chrome to open the form, right click and select 'Save as' to save your form as a PDF.) You will then need to manually attach your PDF to an email and send it to the complaints@edinburghcollege.ac.uk in-box.

For College use only

How was complaint received?

Department complaint refers to:

Front line resolution:

Date closed:

Investigation required:

Date escalated: