

Completed form duly signed by the student and the staff member receiving it to be enclosed in an envelope or email to us on [admin@winsoreducation.org.uk](mailto:admin@winsoreducation.org.uk)

|                                                    |  |
|----------------------------------------------------|--|
| <b>NAME</b>                                        |  |
| <b>COURSE</b>                                      |  |
| <b>SUBJECT OF COMPLAINT</b>                        |  |
| <b>COMPLAINT AGAINST<br/>(INDIVIDUAL / SYSTEM)</b> |  |
| <b>DETAILS:</b>                                    |  |
|                                                    |  |
| PLEASE ATTACH (AND SIGN) EXTRA SHEET IF REQUIRED   |  |

|               |  |
|---------------|--|
| <b>SIGNED</b> |  |
| <b>DATED</b>  |  |

|                    |  |
|--------------------|--|
| <b>RECEIVED BY</b> |  |
| <b>DATED</b>       |  |
| <b>SIGNED</b>      |  |