

Complaints Form

Writtle University College is committed to providing high quality services and we welcome feedback to help us achieve this. Please complete this form, including as much information as possible. The complaint will be dealt with in accordance with the University College's Complaints Procedure for Students and Members of the Public.

Name:		Address:	
Course :			
Tel. No.:		Email address:	
Please set out clearly the nature and origin of your complaint: (Please continue overleaf if necessary and include documentary evidence where relevant)			
Please detail the steps you have taken to resolve your complaint informally including the outcome and reason for your dissatisfaction: (Please continue overleaf if necessary.)			
Please describe what we can do to resolve the matter:			
Signature:		Date:	

Please return your completed form to the University College reception for the attention of the University College Secretary or post to: The University College Secretary, Writtle University College, Lordship Road, Chelmsford CM1 3RR. Alternatively email it to: secretary@writtle.ac.uk