



**Essex**  
College

**STUDENT COMPLAINTS FORM**

Student Id: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_

Address: \_\_\_\_\_

Contact no: \_\_\_\_\_ Email: \_\_\_\_\_

Reported to: Name: \_\_\_\_\_ Designation: \_\_\_\_\_

---

**Please outline below the substance of your complaint:**

---

## What would you like done about your complaint?

---

### Declaration

I understand that:

You will first decide whether the complaint is eligible under the rules.

You will need to handle personal details about me, which could include sensitive information, in order to deal with my complaint effectively.

You may need to exchange information about my complaint with persons and organizations (for example to find out important facts relating to my complaint).

You will keep my personal information confidential except as is necessary to deal with the complaint as set out above.

I agree to the above and confirm that I believe the facts stated in this application are true:

Student Signature:

Date:

---

(For office use) **Result of Investigation:**

**Action Taken:**

By:

Date:

---

Student was informed of action taken:

Yes / No

Complaint satisfactory dealt with:

Yes / No

Authorized person's Signature:

Date:

---

