



**Fife College**

# Complaint Form

Please use this form to make a complaint about any aspect of our service or provision.

## Part A – About you (the Complainant)

PLEASE PRINT

Name

Address

Postcode

Phone numbers

Home

Mobile

Email address

ID

Course

Campus

## Part B – Your Complaint

Please describe your complaint in as much detail as possible, including what happened, When it happened, where it happened and, if appropriate, who was involved.

Please continue on a separate sheet if necessary.

**Informal Resolution**

Have you tried to settle your complaint informally? If you have please describe what happened including dates and members of staff you spoke to.

**Supporting Evidence**

Please attach copies of any documents that may help us investigate your complaint. If you cannot do this, please tell us about any sources of evidence or names of potential witnesses and how they can be obtained/contacted

What outcomes are you seeking?

Please tell us what you would like to happen as a result of your complaint?

Signature

Date