

## **LEARNER COMPLAINTS/APPEALS FORM**

*Please read the complaints and appeals policies and procedures before completing this form.  
Only the learner may complete this form.*

**Your Full Name**.....

**Name of Tutor**.....**Today's date**.....

Contact details:

**Email address**.....**Telephone no**.....

**Please state the nature of your complaint or the grounds for your appeal**

**Please state the desired outcome of your complaint or appeal**

**NOTES:** Please include all relevant details using additional sheets if necessary, including names, dates and times, places, contributory factors etc and attach copies of any evidence or witness testimonies to support your case.

**Learner Signature**.....**Dated**.....