



SEVERN  
BUSINESS  
COLLEGE

## General Complaints Form

Severn Business College is always seeking responses from its customers. All complaints will be thoroughly and fairly considered, dealt with in a timely manner and then used as a basis for further improvement if appropriate.

This form provides customers with a route by which they can express a complaint.

*All complaints are treated in strictest confidence*

### Part 1 Your personal details

Your Name:

Company Name [if applicable]:

Address:

Post Code:

Telephone/Mobile No.:

Email Address:

### Part 2 Your complaint

### Part 3 What would you consider to be an acceptable outcome?

Date:

**Please send your completed form to:**

Severn Business College  
806 High Road, Leyton  
London, E10 6AE, UK

**or email to:**

[info@severnbusinesscollege.com](mailto:info@severnbusinesscollege.com)