



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
Church Lane Chambers, 11-12 Church Lane
Leytonstone, London, E11 1HG, UK

or email to:

info@severnbusinesscollege.com