

**L & E Education Ltd: Complaints Form**

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| Once completed, this form should be submitted by email to or by post to:Operations ManagerUnit 11, Enterprise CourtFairfield ParkManversS63 5DBE: info@le-education.co.uk |

1. **Personal Details**

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| --- | --- |
| First Name: |  |
| Surname/family name: |  |
| Address: |  |
| Email: |  |
| Telephone: |  |
| Programme of Study:***(for students only)*** |  |

1. **Your Complaint**
2. Please provide a summary of your complaint below (300 words max).

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1. Please describe what action you have taken to pursue the complaint to date (200 words max)

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1. Please provide a brief explanation of the issue(s) you consider to be unresolved (200 words max).
2. Please explain how you would like your complaint to be resolved (200 words max).

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1. If you are submitting a complaint more than six months from when you first became aware of the problem, please provide a brief explanation for the delay (200 words max).

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1. **Supporting documentation**

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| Do you wish to submit any supporting documentation for consideration? | Yes/No |

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| If “Yes”, please tick here to indicate that what you have submitted is complete |  |

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| --- | --- |
| Signature: |  |
| Date: |  |