

**Complaints form**

**Complainants should use this complaint form when formally complaining to the  
Energy Coast UTC:**

Your Name	
Student's name	
Student's year group	
Your relationship to the student	

Your address	
Daytime phone number	
Evening phone number	
Email address	

What is the nature of your complaint?	
Please give details of the complaint that you are making	

Have you provided any supporting documents?	Please circle –  Yes / No
If yes, what and how many?	

What action, if any, have you already taken to try and resolve your complaint?	
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Desired outcome: What actions do you feel might resolve the problem at this stage?	
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Signature	
Date	