

COMPLAINTS AND APPEALS FORM

Student name

Date

Phone

Mobile

Email

Please indicate if you are lodging a complaint or appeal: Complaint Appeal

1. Please outline the reasons for your complaint or appeal in as much detail as possible. You may attach additional pages and supporting information as needed.

2. Please make any suggestions you have to resolve this issue.

3. Are there particular Eton College staff members who may need be involved in the investigation of this complaint or appeal, and if so in what way?

Printed name:

Signed:

Date:

Office use only

1. Received by (Eton staff member name)	Date
<input type="text"/>	<input type="text"/>
2. Referred to Administration / Academic Manager	Date
<input type="text"/>	<input type="text"/>
3. Referred to PEO (if requested) by <small>(Attach outcome to this document)</small>	Date
<input type="text"/>	<input type="text"/>
4. Referred to External Mediation (if requested) by <small>(Attach outcome to this document)</small>	Date
<input type="text"/>	<input type="text"/>

Record of Relevant Parties

Record of the Outcome

Record of outcome by	Date
<input type="text"/>	<input type="text"/>
Contacted complaints & informed of outcome by	Date
<input type="text"/>	<input type="text"/>