**Compliment, Comment and Complaints Form**

|  |
| --- |
| **For Learners Only**If you have a complaint relating to your place of study, you **must** follow the centres appeals and complaints procedure prior to submitting a complaint to Open Awards. Open Awards are unable to investigate your complaint without this information. You should present all correspondence relating to the outcomes of the investigation with this submission.  |

**Section 1: About You**

|  |  |
| --- | --- |
| I am a | Learner [ ]  Centre [ ]  |
|  |  |
| I am making/paying a | Compliment [ ]  Comment [ ]  Complaint [ ]  |

**Section 2: Personal Details**

|  |  |
| --- | --- |
| Surname |       |
|  |  |
| Forename |       |
|  |  |
| Email |       |
|  |  |
| Telephone |       |
|  |  |
| Centre Name*(if applicable)* |       |

|  |
| --- |
| **For Learners Only** |
| Date of Birth |       |
|  |  |
| Name of Centre where you Studied |       |
|  |  |
| Course Title |       |
|  |  |
| Date your Course Started |       |

**Section 3: Details**

|  |
| --- |
| Please provide details of the complaint:      |

|  |  |
| --- | --- |
| Signed |       |
|  |  |
| Date |       |

|  |  |
| --- | --- |
| Occasionally, Open Award may use information for marketing purposes.Please tick to confirm you are happy to authorise such use.  | [ ]  |

**Please email the form and any copies of correspondence (if applicable) to** **info@openawards.org.uk**

|  |
| --- |
| All information provided on this form will be held securely on our database and only used for the purposes provided. Full details on how we use and protect your data are available in our [Privacy Notice.](http://openawards.org.uk/privacy-policy/) Open Awards tries to meet the highest standards when collecting and using personal information. Customers are encouraged to email info@openawards.org.uk if you believe any data to be incorrect, unfair, misleading or inappropriate. |