| **WEA Concern/ Complaints Form** |
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| **Please complete and email to** **learnersupport@wea.ac.uk** **who will acknowledge receipt and explain what action will be taken.** |
| **Your name** |  |
| **Student ID number (If known)** |  |
| **Address** |  |
| **Postcode** |  |
| **Preferred contact number:** |  |
| **Email** |  |
| **Course name** (Where relevant) |  |
| **Course ID** (Where relevant) |  |
| **Course Delivery** (Where relevant) | * Online
* Classroom
* Other
 |
| **Please give details of your concern or complaint, including whether you have spoken to anybody at the WEA about it.** |
|  |
| **Please state the date of the incident relating to your concern/ complaint** |
|  |
| **What actions do you feel might resolve the problem at this stage?** |
|  |
| **Are you attaching any evidence? If so, please give details.** |
|  |
| **Signature:** |  |
| **Date:** |  |
| Send completed forms to Email learnersupport@wea.ac.uk (The team will forward this form to the relevant member of staff). |
| **WEA Official use** |
| **Date acknowledgement received:** |  |
| **By who:**  |  |
| **Complaint referred to:** |  |
| **Date:** |  |
| Updated August 2024 |