Admissions Complaint Form

# Guidance notes

Before completing this form you should read Bloomsbury Institute’s Admissions Policy[[1]](#footnote-1), which details the process for feedback, complaints and appeals. If you have not raised your concern ‘informally’ yet, please do so before completing this form, by emailing [admissions@bil.ac.uk](mailto:admissions@bil.ac.uk)

Please note that all sections must be completed before we can consider your complaint.

# Section 1 – Your personal details

Mr/Ms/Mrs/Miss/Other:

First Name:

Last Name:

Course applied for:

# Section 2 – Your contact details

Address:

Postcode:

Email Address:

Telephone number:

# Section 3 – Your complaint

## Please outline details of your complaint below and attach any separate information that you feel is relevant to your complaint.

## Please explain what steps you have taken to resolve your complaint so far. (Please enclose copies of any letters or emails relating to your complaint).

## What would you like Bloomsbury Institute to do to resolve your complaint? (i.e. what reasonable solution(s) are you looking for?)

# Section 4 – Your declaration and signature

I confirm that the information given on this form is true and correct and in submitting this I understand that Bloomsbury Institute:

* Will not accept complaints or appeal from third parties or anonymous sources.
* May need to share information with other persons or organisations as part of any investigation to resolve my complaint.

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send all documents/papers, including this form by post or email to:

**Deputy COO**

**Bloomsbury Institute**

**7 Bedford Square**

**London**

**WC1B 3RA**

[deputycoo@bil.ac.uk](mailto:deputycoo@bil.ac.uk)

**Please keep a copy of the completed form and any associated documents for your own records.**

1. The Admissions Policy can be accessed at <https://www.bil.ac.uk/qem/policies/> [↑](#footnote-ref-1)