

Course/Scheme Complaint/Concern Form

Instruction: This form should be used by anyone wishing to make complaint or raise a concern against/in regards to a course and/or scheme they have attended. More information on the complaints procedure can be found by visiting: [Handing-Complaints-NI-Academy-2022.pdf](https://www.nautinst.org/files/Handing-Complaints-NI-Academy-2022.pdf) ([nautinst.org](https://www.nautinst.org)).

Please submit this signed form by emailing it to us at courses@nautinst.org or posting it to 200B Lambeth Road
London
SE1 7JY

Note: to make a complaint against a member of staff or one of the lecturing team, please complete the Staff/Lecturer Complaint/Concern form, which is available at: [NI Academy Resource Centre](https://www.nautinst.org/files/NI-Academy-Resource-Centre.pdf) ([nautinst.org](https://www.nautinst.org))

Your details	
First name:	Surname:
Membership no. (if applicable):	Telephone:
Email:	
Complaint information	
Name of course:	Date attended:
Instructor:	
Complaint: <i>Please detail your complaint and desired outcome.</i>	