



# Complaints Policy

(v.4) April 2025



# Introduction

We aim to always treat our customers fairly, especially when they feel they have cause for complaint. We take any complaint very seriously. Any complaint, whether made in writing or verbally, is immediately captured and recorded. If your complaint cannot be resolved by the first line support staff (e.g. customer service or your tutor), then your complaint will be referred to our **Group Customer Resolution Manager** to address your complaint in full.

## How to raise a complaint

### 1

Please first contact the customer service team to see if this is something they can resolve for you. Due to the nature of some queries this could take up to 5 days to investigate fully. Please view the below contact information for our customer service team:



Call us on **01202 006 464**  
(available from Mon-Fri 9am-5pm)



Email us at [customerservices@learndirect.com](mailto:customerservices@learndirect.com)



Write to us at **Customer Service Department, Wilson House, 2 Lorne Park Road, Bournemouth, BH1 1JN**

### 2

[Please complete this link to raise your complaint](#)



We are committed to fulfilling the statutory rights of all our customers. Under UK law you may be entitled to a refund, replacement, price reduction or an alternative remedy. Please include all points of complaint which you would like to address in full, along with the resolution that you would like. Alternatively, please email the details of your complaint to [complaint@learndirect.com](mailto:complaint@learndirect.com)

### 3

Our complaints team will review your complaint and begin an investigation. They will aim to come back to you within 5 working days with an update or a resolution.

While we would always aim to complete an investigation within eight weeks, if, for any reason, our investigation is not concluded within this period, our Complaints Officer will write to you again to inform you of the reasons for the delay.

If you feel our complaint resolution has not addressed your concerns Citizens Advice can help provide information on your rights and available next steps. The contact details for the Citizens Advice Consumer Service are below:

Website: [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

Citizens Advice consumer helpline: 0808 223 1133

However, if you have taken out a credit agreement with our third-party finance provider then you will be within your rights to refer your complaint to the Financial Ombudsman Service if you are unhappy with the outcome of our investigation, or if the investigation exceeds 8 weeks. You must contact them within 6 months from the date of our final response to your complaint.

**Their contact details are given below:**



**Tel:** 0800 023 4567



**Web:** [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)



**Email:** [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk)