

Feedback Form

This form should be used to provide feedback about any aspect of the services provided to you by us. Your observations are important to us. Please tick the relevant area and your comments will be forwarded to the appropriate personnel for their action.

COMPLIMENT FOR A STAFF MEMBER – It is always gratifying when the excellent service provided by our teaching and administration staff is recognised and acknowledged.

FEEDBACK – Sacred Heart International College (SHIC) encourages student and industry feedback as part of our continuous improvement strategy.

Your Details

Name	
Address	
Email Address	
Phone	

Details of Compliment / Feedback

Please outline the nature of your comments. If you are lodging a complaint, please include what action you have taken to date, who you have discussed the matter with, and what response you received. Please attach any documentation that you believe is relevant to this situation.

Feedback– What Outcome are you requesting from this process?

Signature:	
Date:	

Submit this form to our office via email, post or in person

Email:

Post:

In person: