

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.

Student Details

Student Full Name:

Current Address:

Telephone:

Email Address:

Mobile Number:

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

Feedback– What Outcome are you requesting from this process?

Student Name:

Student Signature:

Date:

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

Email:

Post:

In person: