## Suggestion, Compliment or Complaint Form

If you have a suggestion, compliment or complaint about any aspect of our college services, we are keen to hear from you.

Please print and complete this form, and either leave it at the main office or send it to the Principal.

	General information							
Your details (*you must provide these details)  *First name:	Please tick the appropriate box:	cick the appropriate box: This is a: Suggestion		tion□	Complim	ent□	Complaint □	
*First name:	Please tick the appropriate box.	I am a: Pa	rent 🗖	Student	Employee 🗖	Supplier 🗖	Contractor	Member of the public [
*Street Address:*Suburb:*Postcode:*  *Phone No. (Mobile): Home: Email address:  *Compliment, suggestion or complaint:  **Complaint details: Please set out your information as clearly and as briefly as possible. Focus on facts. Mention the steps you have taken to resolve the problem. Have you raised this complaint with anyone before? If so, who did you speak to and what was the result?  What is the result you are seeking?  **Note: You can provide details of your complaint on a separate piece of paper if you need more space. Please attach it to this form when you send it to us.	Your details (*you must provide th	ese details)						
*Phone No. (Mobile): Home: Email address:	*First name:	*Family name:						
Complaint details: Please set out your information as clearly and as briefly as possible. Focus on facts. Mention the steps you have taken to resolve the problem. Have you raised this complaint with anyone before? If so, who did you speak to and what was the result?  What is the result you are seeking?  What is the result you are seeking?	Street Address:				*Suburb:			*Postcode:
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you send it to us.								·
Signature: Date:		your comple	aint on a	separate pied	ce of paper if yo	u need more :	space. Please atto	ach it to this form when
	Signature: _					Date:		