

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

Please tick the appropriate box: This is a: Suggestion Compliment Complaint

Please tick the appropriate box. I am a: Parent Student Employee Supplier Contractor Member of the public

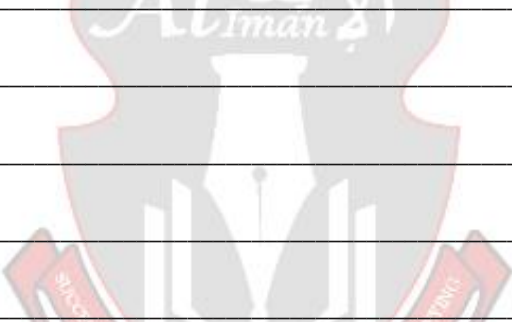
Your details (*you must provide these details)

*First name: _____ *Family name: _____

*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.

Signature: _____

Date: _____