

**Appendix 1**  
**College Feedback Form**

**Compliment/Complaints** (delete as appropriate)

The College is committed to providing high quality services for our learners, employers and the community in general. We welcome this feedback to help us to improve Quality. Please complete this form, including as much information as possible.

Please note that staff are under an obligation not to allow a complaint by a student to have any bearing on the way that the student is treated or assessed.

**Name** **Date**

**Address**

**Post Code** **Tel. No.**

**Course**

**Please set out clearly the nature and origin of your compliment/complaint**

Please continue overleaf if necessary

**If a complaint, please describe the steps you have taken to resolve your complaint informally. If this has not been possible, or the outcome is not satisfactory, please explain why.**

Please continue overleaf if necessary

**Signature of person making compliment/complaint** **College date stamp**

**Please return to the College reception or by post to:**

The Quality Improvement Team, South Essex College of Further & Higher Education  
FREEPOST SMU 110, Southend-on-Sea, Essex SS2 5BR

**The information provided on this form will be stored and processed under the Data Protection Act 1998**