

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 let us know what we can do to resolve this matter.

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