



## Student Feedback Form

Your feedback is important to us. We will respond to your feedback as soon as possible.

### Contact details

Please provide your contact details so we can contact you about the outcome of your feedback.

Name:	
Address:	
E-mail:	
Telephone:	
Today's date: _____	

### Your feedback

My feedback is a:	<input type="checkbox"/> Complaint **	Anonymity cannot be guaranteed when investigating Grievances	
<b>** Note: a complaint about a College staff member or student will be resolved in accordance with the College's Student Grievance Policies. The WCA Student Grievance Policy and Procedure (Academic &amp; Non-Academic) can be read in full on the College website at <a href="http://www.wca.uow.edu.au/policies">www.wca.uow.edu.au/policies</a> . These documents have also been summarised in the WCA Student Handbook.</b>			
When you submit this form, the Program Manager or a Student Advisor will contact you to try to help you resolve the matter informally, as per Stage 1 of the Policy and Procedure.			
My feedback is a:	<input type="checkbox"/> Compliment	<input type="checkbox"/> Suggestion	<input type="checkbox"/> Tick this box if you wish to remain anonymous when we are considering your feedback.
My feedback is about:	<input type="checkbox"/> Administration	<input type="checkbox"/> Facilities	<input type="checkbox"/> My course content
	<input type="checkbox"/> My teacher	<input type="checkbox"/> Other: _____	
I am studying:	<input type="checkbox"/> English language course	<input type="checkbox"/> UAP	<input type="checkbox"/> Diploma
	<input type="checkbox"/> Foundation Studies	<input type="checkbox"/> STEP	<input type="checkbox"/> Other: _____

### Provide your feedback here

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Please turn over



What would you like the College to do?

Lined area for student feedback response.

Privacy WCA is committed to protecting your privacy. The personal information supplied by you and collected on this feedback form will be treated in accordance with the conditions contained in WCA's Privacy Policy. A full copy of WCA's Privacy Policy can be found at http://www.wca.uow.edu.au.

Office Use Only

WCA Student Feedback Form Number

Action taken

Lined area for office use notes.

Signed: \_\_\_\_\_ (Campus Director) Date: \_\_\_\_\_