**Complaints and Feedback**

At North Metropolitan TAFE we do our best to make your learning experience memorable. If we’ve succeeded, you’re welcome to let us know! But if our services didn’t meet your expectations, please tell us about it so that we can put things right.

|  |  |
| --- | --- |
| **Name** | **Date** |
| **Student ID** | **Telephone No** |
| **Email** |
| **Postal Address** |
|  | **Postcode** |
|  |
| **Feedback type (tick an option)** **Do you wish to remain anonymous**  | **Complaint ☐** **Yes ☐** |  | **Feedback ☐** **No ☐** |
|  |
| **Details** (please attach additional pages if necessary)  |
|  |
|  |
| **Have you attempted to resolve this issue? If so, who did you speak to?** |
|  |
|  |
| **What action would you like to be taken?** (if you are lodging a complaint please complete this section) |
|  |

**Please send your completed form to the Planning and Evaluation team:**

**By post** North Metropolitan TAFE, Locked Bag 6, Northbridge WA 6865

**By email** Evaluation Feedback Evaluation.Feedback@nmtafe.wa.edu.au

**By hand** Student Services (place completed form in a sealed envelope)