



My feedback is:

The results I would like to see from my feedback are:

Signature of Author: \_\_\_\_\_

Signature of Staff Member  
receiving feedback: \_\_\_\_\_

Date: \_\_\_\_\_

/ /

Office Use Only

If the complaint was made verbally (face-to-face or by phone), staff receiving the feedback must complete this form and ask complainant to sign it.

Acknowledgment letter sent Date: \_\_\_\_\_

Verbally notified (within 24 hours of receipt) Date: \_\_\_\_\_

Referred to: \_\_\_\_\_ Date: \_\_\_\_\_

MANAD record ID Number: \_\_\_\_\_

All documents relating to feedback is the be saved in P: Quality and Risk / Feedback

All correspondence and action taken to be entered into MANAD (MANAD - Management - Feedback)

Once completed, form to be given to admissions officer for filing