STUDENT FEEDBACK FORM

SAA-GE is committed to providing you with the best possible service.
We welcome your compliments, comments/suggestions and complaints as part of our commitment to provide a service which meets your needs and continue to improve the services we provide.

My Feedback
I have contacted the staff below about my feedback Staff Name: Date / Time:

You may wish to attach any further relevant additional information on separate sheets.

My Personal Details	
Name:	Course:
Email:	Contact No.:

Please drop this form at the feedback boxes located at SAA-GE Student Reception Counter.
You may also write to feedback@saa.org.sg to provide us with your feedback.
Your feedback will be acknowledged within 2 working days and resolved within 21 working days.
For more information about our Customer Feedback Process, please visit SAA-GE website at http://www.saa.org.sg/studentfeedback.html.

Thank you.
SAA-GE Management

Data Protection Scheme *SAA-GE undertakes to maintain the confidentiality of student's particulars and not to divulge the information to any third party unless required by law or other statutory regulations.*

OFFICE USE ONLY	
Case No.:	Type: ^ Compliment / Comment / Complaint
Date Received:	Nature:
Date Response:	Date Resolved:
Response Time: days	Resolution Time: days
Response by:	Resolved by:
* Root Cause:	
* Correction / Corrective / Preventive Action:	

^ Delete where appropriate

** Applicable for complaint only*