



# FEEDBACK FORM

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

## FEEDBACK INFORMATION

**Feedback Contributor:** *(please tick accordingly)*

Student Name: \_\_\_\_\_ Student ID No.: \_\_\_\_\_

Course: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Staff / Other Stakeholders Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Department/Organisation: \_\_\_\_\_

Curtin Email Address: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

**Nature of Feedback:** *(please tick accordingly)*  Compliment  Complaint  Information

**Details of Feedback:** *(attached supporting documents if applicable)*

Confirmed by feedback contributor: \_\_\_\_\_ (Signature)

## RESPONSE ACTION

Received By: \_\_\_\_\_ Date & Time Received: \_\_\_\_\_

Feedback acknowledged within 2 working days  YES  NO Date & Time acknowledged: \_\_\_\_\_

Actions to resolve feedback:

Action by: \_\_\_\_\_ Due Date: \_\_\_\_\_  
*(Signature / Name)*

Approved by: \_\_\_\_\_  
*(Signature / Name / Designation)*

Feedback resolved on \_\_\_\_\_ within \_\_\_\_\_ working days.

## CASE CLOSURE

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

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

Justification of closure  Further action required *(please tick accordingly)*

### PRIVACY STATEMENT

At Curtin Singapore, the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the University collects in order to provide the services that it does, is personal information.