

Please fold on line

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Head of Quality  
West Suffolk College  
FREEPOST IH2445  
Bury St Edmunds  
IP33 3RL

Have your  
**SAY...**

**feedback**  
**compliments**  
**suggestions for improvement**

## WE WELCOME ALL FEEDBACK

### FEEDBACK, COMPLIMENTS AND SUGGESTIONS FOR IMPROVEMENT

At West Suffolk College we endeavor to give the best possible service to our students and customers. We would like to know if you have been particularly pleased with the service you have received or if you have a suggestion that would improve your experience.

We take all suggestions and complaints seriously and acknowledge that we don't always get it right. We will use your feedback in the future to improve the services we provide.

### HOW TO MAKE A COMMENT

- Complete the form on the following page detailing your comments
- Detach the form and hand it into Main Reception or your nearest Learning Centre
- Alternatively, you can post it to us by folding it in half and returning it to the FREEPOST address on the back of the leaflet
- If you would like to leave a complaint, it will be acknowledged within five working days and we aim to give you a full written response within 10 working days



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

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

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