Queensland Government

Southbank Institute of Technology

CRICOS Provider No:03020E

Have your say

Got a question or a compliment? Got a complaint or suggestion?

Simply complete the form below and place it in the box provided or Mail to: HYS officer, Business Process, Locked Mail Bag 14, South Brisbane, QLD 4101 or email to: hys.sbnk@southbank.edu.au

Please tick your campus:

☐ Morningside ☐ Southbank

Please note that your comments are **strictly confidential**. Refer Privacy disclaimer below.

Please share you comment, suggestion or question in the space below:

(If insufficient space, please turn over or please attach additional information)

Please share your suggestions or desired outcomes (if applicable) in the space below:

To ensure Southbank Institute can advise you on the outcome of your suggestion, please complete your personal information below (optional but preferred) and take your time to ensure it is legible:

Name: Student Number:

Address:

Phone: Email:

Signature: Date:

What happens after my form is submitted?

Have you say forms are collected on a weekly basis. Once collected, each form is directed to the appropriate manager for response. Each manager is given 10 working days upon receipt of the HYS to respond. Extensions to respond are granted to the manager if necessary. If you have provided your contact details you will receive a response via email, phone, or letter, and you will be advised if the issue needs further action.

Privacy disclaimer

Southbank Institute of Technology is collecting the information on this form in accordance with the *Information Privacy Act 2009* in order to evaluate client feedback for the purpose of continuous business improvement. Only authorised SBIT and Department of Education & Training Officers have access to this information. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law.