

Student Complaint Form

Sage is committed to improving services for its students. If you have a concern about any part of the services provided to you, please read the Institute's Complaints, Appeals and Grievances Policy and Procedure, located on our website www.sage.edu.au. If for some reason you are unable to (or do not wish to) talk about the concerns, and you would like a Sage representative to follow up the matter, please complete and return the following form to: General Manager – Sage, 233 Glen Huntly Road, Elsternwick VIC 3185 (Fax 03 8561 7788).

Name (must be included for follow-up purposes)	
Student number	
Postal address	
Telephone	
Preferred time to contact you	<input type="checkbox"/> Anytime <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
Comments (please describe the incident or your concern)	
Date of incident or concern	
Describe any efforts you have made to resolve the incident or your concern	