*This feedback email has been sent by the Computer Sharing Centre Instructor to the email of their student so that the student can forward it to Bill Heelan, Administration Officer - later on – in confidence.*

*It is important to find out from the student how they feel about the tuition received from their Instructor. This feedback helps future students get the best possible experience.*

Dear STUDENT NAME,

Please forward this email to [bill@mordencollege.org](mailto:bill@mordencollege.org)

(Once you have clicked on “Forward” you will be able to edit the contents before pressing “Send”).

Please delete the words next to the five statements below, leaving the words that you choose.

Thank you for taking the time to complete this form.

Feedback on the term of lessons that I have just completed with INSTRUCTOR NAME at the Computer Sharing Centre Blackheath

For the attention of Bill Heelan, Administration Officer

1. My Instructor was professional (on time, well-dressed and courteous) **Yes/Sort of/No**
2. My Instructor was always patient and did not invade my space during lessons **Yes/Sort of/No**
3. My Instructor was able to cover the course areas I was interested in **Yes/Sort of/No**
4. I was satisfied with the lessons I received **Yes/Sort of/No**
5. I feel that I have progressed and am more confident on the computer and using the internet **Yes/Sort of/No**

Please type any other comments that you would like to make below: