Student Support Request Form

Student Personal Details			
Full name:		**Student ID**	
Course Code and Course name:			
Email:		**Phone no:**	
Address			

Q) Would you like to request a confidential discussion regarding your support needs?	**Q) Please indicate your preference:**
☐ Yes – I would like to request a confidential discussion ☐ No – I do not require a confidential discussion at this time	☐ I would like to speak privately with a Student Support Officer ☐ I do not require a private discussion at this stage, but understand support is available if needed

Type of Student support services you are looking for:

- ○ Academic and Training Support
- ○ Wellbeing Support - Emotional, Physical and Mental wellbeing
- ○ Language, Literacy, Numeracy and/or Digital (LLN&D) Support
- ○ IT support
- ○ Assessment Support
- ○ Reasonable Adjustments
- ○ Disability Support
- ○ Safety and Health concerns
- ○ Counselling
- ○ Accommodation Referrals Assistance
- ○ Emergency and health services
- ○ Facilities and resources
- ○ Complaints and Appeal
- ○ Airport Arrival Assistance
- ○ Legal services
- ○ Reduced Study Load
- ○ English language Support
- ○ Other; Please specify

Note: Student Support Officer will contact the student to make an appointment within five working days of the receipt of the request form.
All responses will remain confidential and will only be used to arrange necessary support services.

What kind of support measures are you looking for? (Please provide explanation on what will satisfy your support request.
Student Signature: _____ Date: _____

OFFICE USE ONLY:		
Particulars	Name	Signature
Request received by:		
Person who processed request and communicated with student:		
Request granted by:		

Details of support provided and outcome (Attach another sheet if required)
Designation: Name: Signature: _____Date: _____