

## Student Support Request Form

| Student Personal Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |            |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------|--|
| Full Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | Student ID |  |
| Course Name & Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |            |  |
| Email                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | Phone No   |  |
| Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |            |  |
| Type of Student support services you are looking for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |            |  |
| <p> <input type="radio"/> Academic Support<br/> <input type="radio"/> Language Literacy, Numeracy &amp; Digital (LLN&amp;D) Support<br/> <input type="radio"/> Disability Support &amp; Reasonable Adjustments<br/> <input type="radio"/> Safety and Health<br/> <input type="radio"/> Wellbeing Support – Physical, Mental &amp; Emotional wellbeing<br/> <input type="radio"/> Counselling<br/> <input type="radio"/> Emergency &amp; Health services<br/> <input type="radio"/> Facilities &amp; Resources<br/> <input type="radio"/> Complaints &amp; Appeal<br/> <input type="radio"/> Legal services<br/> <input type="radio"/> Others; Please Specify<br/>           -----         </p> <p><b>Note:</b> Student Support officer will contact the student to make an appointment within five working days of receipt of the request form.</p> |  |            |  |
| 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                                                                   |      |                    |
|-----------------------------------------------------------------------------------|------|--------------------|
| Responsible Personal                                                              | Name | Signature/Initials |
| Request Received by                                                               |      |                    |
| Request Processed by                                                              |      |                    |
| Request Granted by                                                                |      |                    |
| Communicated by                                                                   |      |                    |
| <b>Details of support provided and outcome (Attach another sheet if required)</b> |      |                    |
|                                                                                   |      |                    |
| <b>Student Support Officer</b>                                                    |      |                    |
| <b>Signature</b>                                                                  |      |                    |
| <b>Date:</b>                                                                      |      |                    |