

Student Enquiries & Support (08) 8939 7347

Phone: Fax: Address:

Email:

(08) 8939 7327 c/PO Batchelor NT 0845

<u>student.support@batchelor.edu.au</u>

REQUEST FOR SERVICES FORM

Use this form to make a request for services from Student Enquiries & Support. If you require assistance in completing this form, please contact the Student Enquiries & Support Team using the contact details above.

SECTION 1 - PERSONAL DETAILS			
Surname		Given names Staff/student	O Student O BIITE Staff
SECTION 2 - REQUEST FOR SERVICES Please indicate below which service you would like assistance with.			
Preferred contact method: O in perso	on O telephone:		Calculation and Assessed
Reception Student ID Staff ID Liaison Student complaints Student incident form for students Students Hone call Abstudy Centrelink Personal	Abstudy Centrelink Personal Cultural support Social wellbeing Disability support Catering Medical Tutorial Reading glasses		Scholarships and Awards The Captain Reg Saunders Memorial Scholarship Scholarships and awards Orientation & Events Student Orientation Event requests Staff Orientation Campus Tours (External Requests)
OFFICE USE ONLY			
Referral O Yes O No Comments		O Internal C) External
Case closed O Yes O No			
Student Enquiries & Support Officer signature			Date

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