

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

Student BIITE Staff

SECTION 2 - REQUEST FOR SERVICES

Please indicate below which service you would like assistance with.

Preferred contact method: in person telephone:

Reception

- Student ID
 Staff ID

Liaison

- Student complaints
 Student incident form for students
 Student incident form for staff
 Phone call
 Abstudy
 Centrelink
 Personal

Fax

- 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 Yes No

Internal External

Comments

Case closed Yes No

Student Enquiries & Support Officer signature

Date