



Advocacy Assistance Form

Student Details			
First Name			
Last Name			
Date of Birth		/ /	Student Number
Phone			
Student Email			
Alternative Email			
Address			
Preferred Method of Communication		<input type="checkbox"/> Phone <input type="checkbox"/> E-Mail <input type="checkbox"/> Face to Face	
Campus		International Student	Sponsored Student
<input type="checkbox"/> Toowoomba <input type="checkbox"/> Ipswich <input type="checkbox"/> Springfield <input type="checkbox"/> Distance Education		<input type="checkbox"/> No <input type="checkbox"/> Yes Visa Expiry Date:	<input type="checkbox"/> No <input type="checkbox"/> Yes Sponsor Details:
Program Details			
Study Level		Faculty/School of Study	Program
<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Research <input type="checkbox"/> Non-Award		<input type="checkbox"/> BELA (Business, Education, Language and Arts) <input type="checkbox"/> HES (Health, Engineering and Sciences) <input type="checkbox"/> OAC (Open Access College) Unsure	
Assistance Request Details			
Courses Involved			
Semester		<input type="checkbox"/> Semester 1 <input type="checkbox"/> Semester 2 <input type="checkbox"/> Semester 3	
Year			
Lecturer/USQ Staff Member involved			
Have you spoken with an Advocacy Officer?		<input type="checkbox"/> Yes <input type="checkbox"/> No If YES who: <input type="checkbox"/> Isabelle Chassain <input type="checkbox"/> Marita Tomlinson <input type="checkbox"/> Kim Spencer <input type="checkbox"/> Unsure	

<p>Area of Assistance</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Appeals (Final Grades / Exclusion / Academic Integrity) <input type="checkbox"/> Academic Integrity (Academic Misconduct) <input type="checkbox"/> Enrolment <input type="checkbox"/> Assessment <input type="checkbox"/> Assessment Recheck / Review of Final Grade <input type="checkbox"/> Conceded Pass <input type="checkbox"/> University Regulation <input type="checkbox"/> WWP / Special Consideration or Similar <input type="checkbox"/> Grievance with University / Faculty / Department / Staff Member <input type="checkbox"/> Review of Decision <input type="checkbox"/> Show Cause / Conditional Academic Standing <input type="checkbox"/> Non-Academic Appeal <input type="checkbox"/> Harassment / Formal Complaint <input type="checkbox"/> Other (Please Specify)
<p>Details of Case Please keep details in chronological order</p>	<div style="border: 1px solid black; height: 347px;"></div>
<p>Have you attached copies of? If you have not attached the Unofficial Academic Transcript and Photo ID, we will not be able to assist until you have provided those documents.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Letters and/or Emails from USQ <input type="checkbox"/> Unofficial Academic Transcript <input type="checkbox"/> Photo ID (Student Card, Driver's License, Passport etc.) <input type="checkbox"/> Other Supporting Documents (Email transcripts, screenshots, marked assignments, Turnitin Reports etc.)
<p>How did you hear about us?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> USQ Letter containing Advocacy Office details <input type="checkbox"/> Recommended by USQ staff <input type="checkbox"/> Recommended by other student <input type="checkbox"/> Website – USQ Student Guild



	<input type="checkbox"/> Website – University of Southern Queensland <input type="checkbox"/> Facebook/Other Social Media <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Face to Face / Drop In				
Privacy/Authority Statement	<p>I hereby seek assistance from the USQ Student Guild Advocacy Office as my Student Advocate (as defined in the University of Southern Queensland’s Policy and Procedure Library [Record No 15/1862PL] http://policy.usq.edu.au/documents/151862PL) in accordance with the University of Southern Queensland Policies and Procedures, namely Academic Appeal Procedure, Non-Academic Appeals Procedure, Student General Misconduct Procedure and the University Appeal Procedure. I further hereby authorise and permit the USQ Student Guild Advocacy Office to send and receive, access, share (with the relevant involved parties) and hold my personal and private information as a Student of the University of Southern Queensland in accordance with relevant USQ Student Guild Policy and Procedure, USQ Policy and Procedure, and State and Federal legislation.</p> <p>This Authorisation shall be considered valid until such time that the matters I have sought assistance from the USQ Student Guild Advocacy Office from have concluded or until such time that I revoke my authority in writing. I confirm that I understand that the USQ Student Guild Advocacy Office will not write or submit any formal or informal applications on my behalf, in relation to this matter.</p> <p>I confirm that I have read and understood this Privacy/Authority statement. <input type="checkbox"/> Yes, I agree <input type="checkbox"/> No, I do not agree</p>				
Student Signature	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; height: 30px;"></td> <td style="width: 10%; text-align: center;">Date</td> <td style="width: 10%; text-align: center;">/</td> <td style="width: 10%; text-align: center;">/</td> </tr> </table>		Date	/	/
	Date	/	/		