

USC STUDENT GUILD

ADVOCACY INTAKE FORM

Case #: _____

PERSONAL INFORMATION

Personal Information	
Name	
Student Number	
Date of Birth	
Phone Number	
Student Email	
Current Address	
Do you have dependents living with you?	Yes No
If yes, how many?	

PROGRAM INFORMATION

Program Information	
Student Status	Domestic Student International Student
Study Load	Full Time Part Time
Main Campus of Study	Sippy Downs Gympie Fraser Coast South Bank Caboolture
Program of Enrolment	
Year of Enrolment	1 st 2 nd 3 rd 4 th Honors Masters Other
English is my second language	Yes No
Country of Origin	
Do you identify as an Aboriginal or Torres Strait Islander?	Yes No

ADVOCACY INFORMATION

Advocacy Information									
How did you find out about the Student Guild Advocacy Service?	Word of Mouth Facebook University Email / Letter Student Wellbeing Website Other								
Do you have a Learning Access Plan (LAP)?	Yes No								
Have you submitted a grievance through USC? Formal complaints or grievances can be submitted here: https://www.usc.edu.au/learn/student-support/have-your-say/compliments-feedback-or-grievances-complaints/grievance-form	Yes No Date complaint was filed:								
What is the nature of your issue?	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Allegations of Academic Misconduct</td> <td style="width: 50%;">Staff Members</td> </tr> <tr> <td>Allegations of General Misconduct</td> <td>Discrimination</td> </tr> <tr> <td>Grading Issues (reviews or appeals)</td> <td>Sexual Harassment</td> </tr> <tr> <td>Course Progression (withdrawals, probation)</td> <td>Placement Issues</td> </tr> </table>	Allegations of Academic Misconduct	Staff Members	Allegations of General Misconduct	Discrimination	Grading Issues (reviews or appeals)	Sexual Harassment	Course Progression (withdrawals, probation)	Placement Issues
Allegations of Academic Misconduct	Staff Members								
Allegations of General Misconduct	Discrimination								
Grading Issues (reviews or appeals)	Sexual Harassment								
Course Progression (withdrawals, probation)	Placement Issues								

Please give details outlining your **advocacy** issue:

Please give details about any correspondence **or support** you have received on this matter:

Please give details about any **outcomes**:

Would you like the **Advocacy and Welfare Service** to organize or recommend a counselling service to assist with this issue?

Yes

No

ATTACHMENTS

<p>Please attach or send ALL relevant documents to <u>AdvocacyStudentGuild@usc.edu.au</u></p>	<ul style="list-style-type: none"> Copy of any formal grievance submitted through USC Copy of any emails from USC or USC Staff Copy of any letters from USC Copy of any appeals submitted Copy of any relevant course outlines Copy of any medical certificates or stat decs Copy of relevant course outlines Copy of assignment task sheets and rubrics Copy of graded assignments and / or feedback Copy of academic transcript / grades Timeline of events
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The data you provide on this form may be used to collate statistics, identify trends, advocate for and raise awareness regarding the needs of students.

Any information gained during your interactions with the Welfare and Advocacy team will be kept confidential, and any data used will be de-identified. All personal details held by us will be stored securely and accessible only by the Welfare and Advocacy Officer and Advocacy Staff directly related to your case.

I understand the statement above and give permission for my information to be used, as stated, by the USC Student Guild

Signature: _____

Date: _____