

# Student Advisory Service Appointment Form

Your first (given) name: \_\_\_\_\_

Your second (family) name: \_\_\_\_\_

Your student ID number: \_\_\_\_\_

Your contact telephone number: \_\_\_\_\_

Your Fed Uni email address: \_\_\_\_\_

Your personal email address: \_\_\_\_\_

Course/Program code and title: \_\_\_\_\_

Fed Uni Faculty/School: \_\_\_\_\_

Campus: \_\_\_\_\_

STUDY TYPE:  TAFE  Undergraduate  Honours  Postgraduate  Research

STUDY LOAD:  F/T  P/T  Distance/Off-campus

Are you  An International Student?  A Domestic Student?

Your Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Privacy Collection Statement**

The information in this form is collected to enable the Student Advisory Service to assist you in resolving the concerns described below. You have right of access to, and correction of, personal information in accordance with the relevant privacy legislation and the Federation University Information Privacy Policy: [Information Privacy Policy](#)  
Enquiries in relation to privacy can be directed to Federation University Privacy Officers, telephone 03 5327 9021 or 03 5327 9504.

**Authority to Act**

I authorise the Student Advisory Service to liaise and consult with Federation University teaching and administrative staff and other relevant third parties to assist with resolution of the concerns described below.

**Student signature:**.....**Date:** .....

**Area of concern:** .....

**Student Adviser signature:** .....**Date:** .....

Email: [studentadviser@federation.edu.au](mailto:studentadviser@federation.edu.au) Call: 03 5327 6105

**PLEASE COMPLETE BOTH PAGES AND RETURN THIS FORM TO STUDENT ADVISORY SERVICE PRIOR TO OR AT YOUR FIRST APPOINTMENT**

---

Please describe briefly the reason for your appointment:

---

What have you done to try to resolve the issue?

---

What outcomes are you seeking?

---

Email: [studentadviser@federation.edu.au](mailto:studentadviser@federation.edu.au) Call: 03 5327 6105