



REQUEST FOR APPOINTMENT TO SEE STAFF AT THE SCHOOL OF BUSINESS MT HELEN (BALLARAT) CAMPUS

Partner Institute:

Name of student:

ID number:

I have talked to the following member of staff at the Institution where I am studying, and s/he is unable to resolve my query:

Name of Staff Member:

Signature:

Date:

Accordingly an appointment has been made for me to see

Name of staff member:

At Ballarat University School of Business, Mt Helen

On (time) at (date)

If an appointment has **not** been made between the Administration at the Institute where you are studying and the Administration at Mt Helen, **you will not be seen.**

Please note: Staff at Mt Helen will **not** be responding directly to queries from students at Partner Institutes, whether by phone, email or mail.

Completion letters will normally be available 1 week after publication date, and will be mailed to the Administration at the Institute where you are studying for you to collect.