**Union Advice Case Form**

Students wishing to access Union Advice should complete the below form and return it via email to unionadvice@city.ac.uk.

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| **Name:** |  | **Student Number:** |  |
| **Email:** |  | **Phone:** |  |
| **What gender do you define into (if any)** |  | **Do you have preferred pronoun?** |  |
| **How did you hear about us?** |  |
| **What is your nationality** |  |

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| **Do you consider yourself to have a physical or mental disability or long-term health condition?** |
| **Yes: Please specify below** | **No** | **Prefer not to say** |
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| **Do you have any caring responsibilities (children or adult dependents)?** |  |

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| --- | --- |
| **Course Title:** |  |
| **School:** |  |
| **Year of Study (1st , 2nd, 3rd etc):** |  | **UG / PGT / PGR:** |  |
| **Home / EU / International** |  | **Full Time / Part Time / Distance:** |  |

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| **Please tell us why you are contacting Union Advice:***(Please put an ‘X’ in the relevant box)* |
| **Academic Misconduct:** |  | **Appeals** |  | **Extenuating Circumstances** |  | **Disciplinary** |  | **Complaint** |  |
| **If other, please state main reason:** |  |
| **Please outline the nature of your issue below:***Please include details of any communication you have had already from the University, and/or meetings you have held or been invited to.* |
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Union Advice encourages you to attach all relevant information to this form to ensure the advisor is able to review this information before your appointment.

**Ethnicity**

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| **Please put an ‘X’ in the box next to how you self-define:** |
| Asian or Asian British Bangladeshi |  | Mixed White & Asian |  |
| Asian or Asian British Indian |  | Mixed White & Black African |  |
| Asian or Asian British Other Background |  | Mixed White & Black Caribbean |  |
| Asian or Asian British Pakistani |  | Mixed Other Background |  |
| Black or Black British African |  | Romany, Gypsy, Traveller |  |
| Black or Black British Caribbean |  | White British |  |
| Black or Black British Other Background |  | White Irish |  |
| Chinese |  | White European |  |
| Eastern European |  | White Other |  |
| Middle Eastern/Arab |  | Prefer Not to Say |  |
| If your ethnicity is not listed please tell us what best describes you: |  |