**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](mailto:unionadvice@city.ac.uk).

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |  | | |

|  |  |  |
| --- | --- | --- |
| **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** |
|  |  |  |

|  |  |
| --- | --- |
| **Do you have any caring responsibilities (children or adult dependents)?** |  |

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.* | | | | | | | | | |
|  | | | | | | | | | |

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**

|  |  |  |  |
| --- | --- | --- | --- |
| **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: |  | | |