Tick the boxes as you complete each stage

☐ **Fill in the form** – if you do not already have a copy, find it at *www.rmit.edu.au/browse;ID=5ypzg06qiearz*

☐ **Draft a letter or statement** – type it out, don't write it on the form, that way you can make changes and it is easier to read. Use the template letter provided to you (or find it at *www.su.rmit.edu.au/student-rights*) if you need help.

☐ **Email the draft letter or statement to your Student Rights Officer** –

- caspar.cumming@rmit.edu.au
- sarah.marshall@rmit.edu.au
- eleni.stamenitis@rmit.edu.au
- steve.boucher@rmit.edu.au

☐ **Gather Evidence** – You will need documents or letters to back up, or confirm what you say in your statement. Examples of evidence are;

- Medical certificates / Impact Statements
- Letters of Support from counsellor's, the Compass Centre, family, friends, lecturers etc
- Legal Documents
- Flight Details / Tickets
- Emails
- Assessments and Course Guides
- More examples of evidence can be found on the supplementary RUSU handout, *Examples of Documentary Evidence*

☐ **Make Appointments** – to gather evidence you may need to make appointments with doctors or counsellors. Do this before your appointment so that you can bring all the evidence that you need.

Disclaimer:

The information in this leaflet is a general guide only. RMIT is a very complex environment, and there are often a number of different rules which apply.

For more student rights information visit our website: **www.su.rmit.edu.au/student-rights**

For additional assistance drop into or call a Student Union Front Office to speak with a Student Liaison Officer;

City	Building 5, Level 1	Phone: 03 9925 5004
City (Carlton)	Building 57, Level 4	Phone: 03 9925 1842
Brunswick	Building 514, Level 2	Phone: 03 9925 9478
Bundoora	Building 204, Level 1	Phone: 03 9925 7226

Or, send detailed information regarding your case to student.rights@rmit.edu.au

For enquiries call 9925 5004

If required, an appointment will be made for you with a Student Rights Officer