



Fee Help (domestic students) <input type="checkbox"/> Fee Help eligibility is at risk for next trimester	<input type="checkbox"/> Academic Coordinator has advised on next trimester subjects <input type="checkbox"/> I understand how my progress will affect my Fee Help eligibility next trimester	
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Office Use Only

INTERVIEWER: PLEASE EMAIL THIS FORM TO dcoll-studentservices@deakin.edu.au

Purpose of meeting (tick one only):

- Early SAR identification (Admissions/Orientation Stage)
- Week 6/mid-trimester identification/check-up
- Intervention following end of trimester results (COMPLIANCE added Condition on : _____)

Domestic and international students:

- I am aware that I can view Deakin College policies and find information relating to academic progress, attendance and pastoral care by visiting <https://www.deakincollege.edu.au/policies-procedures>.
- I understand that my academic progress is directly related to my ability to continue to enrol at Deakin College in future trimesters and also affects my WAM (Weighted Average Mark). I know that marks for every unit I have attempted will be taken into account when calculating my WAM.
- I understand that achieving satisfactory academic progress means obtaining a pass mark or higher in at least 50% of the units in which I'm enrolled (in accordance with Deakin College's Academic Progress Policy section 3.1). I will aim for full attendance but otherwise a minimum of 80%.
- If I miss assignment deadlines or tests, think I may need to be absent for a period of the trimester, or have any concerns about my progress, attendance or welfare, I know who to contact and how, and I know that I should make contact as soon as the issue arises.

International students only:

- I understand that my Confirmation of Enrolment (COE) may be cancelled if I repeatedly fail to achieve satisfactory course progress and/or maintain a minimum of 80% attendance, and that my Confirmation of Enrolment (COE) is linked to my visa status.

Where to find help on...

General questions, applying for documents (letters, transcripts, certificates etcetera), lecture attendance variation	Deakin College reception – deakincollege@deakin.edu.au
Attendance issues, Leave of Absence (intermission), Explained Absence, health issues, progression questions, general counselling, under-18 issues	Student Services – dcollstudentservices@deakin.edu.au
Change of course, exams and results, review of final grade, review of assessment, Special Consideration, enrolment variation, withdrawal from unit or course	Academic Services – dcoll-acadserv@deakin.edu.au
Psychological counselling	Deakin University counselling service http://www.deakin.edu.au/students/health-and-wellbeing/counselling
Disability support and assessment, including special arrangements for examinations	Deakin University Disability Resource Centre (DRC) http://www.deakin.edu.au/students/health-and-wellbeing/disability-support
Study/revision planning, time management and other study skills	Student Learning Advisors – book through the Student Portal under “Study Skills” tab
Subject-specific study skills support	PALM appointment (Peer Assisted Learning Mentor) – book through the Student Portal under “Study Skills” tab
Academic issues	Make an appointment with your Academic Coordinator or lecturer (book through reception)
IT support	IT help desk, level 2, LA building (Burwood)