



**Future College Pty Ltd.**  
Registered Training Organisation  
ABN. 67 131 678 521  
Email: admin@futurecollege.com.au  
Tel: 02 9282 9280



## **Request form for assistance with online component of the course**

### **Instructions to students:**

Dear Student

Future College Management wish to advise you that should you require assistance with the online component of your course, you have to contact the student support officer available in the reception desk. Hard copies of this form are available in the reception desk for you to complete and indicate the type of assistance you require to enable us to determine your support needs. The completed form must be handed in the student support officer.

Upon receiving your request/s, the management would take appropriate actions to ensure your needs are met. You will be advised of the outcome of the request/s.

Alternatively, you can also contact your trainer and assessor during your face to face sessions and inform the type of assistance required and hand in the completed form.

Name of the student:

(Full name including given name and family name)

Contact details:

(Contact details including email and contact phone number)

Course you are enrolled with Future College: FNC50215 Diploma of Accounting ☐

(Tick the relevant box) FNC60615 Advanced Diploma of Accounting ☐

Please advise how we can help you in the online component of the course?

Future College endeavours to respond to you within 24 hours and ensure that you have been provided with information on where and how you can access the assistance services.