



STRANMILLIS UNIVERSITY COLLEGE
A College of Queen's University Belfast

CAUSE FOR CONCERN

**This form is for the use of any member of staff
Student Support Centre, Stranmillis University College**

The Referral System

All members of staff can use this form, when a student's welfare presents cause for concern. This could include changes in behaviour, unexplained absence, unusual or serious problems, safety concerns, or where the student appears unable or unwilling to seek support themselves. The referral system's purpose is to ensure that students in difficulty are contacted by the Student Support Officer who will invite them to use the services available.

PLEASE NOTE THAT STUDENTS ARE ENTITLED TO SEE THE COMPLETED FORM IF THEY WISH.

Referral Details

I think it advisable that the student named below is offered advice by the University College Student Support service.

Name of student (block capitals):

Course (eg BEd English): Year:

Reason for making referral:

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This matter requires:

emergency attention (i.e. same day response) **urgent** attention (i.e. 2-3 day response)

Staff member making referral: Name: Dept.:

This student is aware that I am making a referral.

Signature of staff member making referral: Date:

Please hand in at Reception in an envelope marked 'Referrals' or e-mail to Brian Booth (b.booth@stran.ac.uk).
The student will then be invited to make an appointment with the Student Support Officer.

Additional Information:

OFFICE USE ONLY

Date referral received: / /

Date invitation to make appointment sent to student: / /

Date reminder invitation sent to student: / /