

Name: \_\_\_\_\_ Customer Ref \_\_\_\_\_ Student ID \_\_\_\_\_

1. **Take a copy of this sheet before completing** to use if a continuation sheet is required.
2. **Complete the form with at least 3 contacts you have made to your funding body** filling in all the boxes as fully as possible (it will help when discussing any problems).
3. If you are having a **persistent** issue please visit the Student Support Centre at City or Collegiate Campus, or contact them on 0114 225 3813 or email: [studenthelp@shu.ac.uk](mailto:studenthelp@shu.ac.uk)

Date/time	Who you spoke to	What was the enquiry?	What was the response of your funding body?	What action did you take?	Comments from your appointment if applicable