# Equitable Learning Services



# Semester enabling staff booking form

This form is for students who are registered with Equitable Learning Services and who have enabling staff for lectures, labs and/or tutorials as part of their reasonable adjustments. You can enter details of up to five semester bookings in this form. Please fill out this form each semester and once complete, save and email to [els@rmit.edu.au](mailto:dlu@rmit.edu.au) at least five working daysbefore the date of the initial booking. If you need to book enabling staff for a test or exam please fill out the exam/test booking form that can be found at [www.rmit.edu.au/equitable/forms](http://www.rmit.edu.au/equitable/forms). For more information, please contact RMIT Connect by phoning 9925 5000.

Given name:

Family name:

RMIT student number:

Mobile number:

Please type “yes” in the table below to indicate whether you are a VE or higher education student.

|  |  |
| --- | --- |
| I am a VE student |  |
| I am a higher education student |  |

Please type “yes” beside the enabling staff you require in the table below.

|  |  |
| --- | --- |
| Note taker |  |
| Participation assistant |  |
| Auslan interpreter |  |

## BOOKING 1

Please enter course name and code in the table below.

|  |
| --- |
|  |

Please type “yes” next to the class type in the table below.

|  |  |
| --- | --- |
| Lecture |  |
| Tutorial |  |
| Laboratory |  |
| Other |  |

If you selected “other” for class type, please provide more information in the table below.

|  |
| --- |
|  |

Please enter location (include building, level and room number) in the table below.

|  |
| --- |
|  |

Please enter class details in the table below:

|  |  |
| --- | --- |
| Start date |  |
| Finish date |  |
| Start time |  |
| Finish time |  |

Please include other information, for example public holidays and semester days when the booking is not required:

|  |
| --- |
|  |

## BOOKING 2

Please enter course name and code in the table below.

|  |
| --- |
|  |

Please type “yes” next to the class type in the table below.

|  |  |
| --- | --- |
| Lecture |  |
| Tutorial |  |
| Laboratory |  |
| Other |  |

If you selected “other” for class type, please provide more information in the table below.

|  |
| --- |
|  |

Please enter location (include building, level and room number) in the table below.

|  |
| --- |
|  |

Please enter class details in the table below:

|  |  |
| --- | --- |
| Start date |  |
| Finish date |  |
| Start time |  |
| Finish time |  |

Please include other information, for example public holidays and semester days when the booking is not required:

|  |
| --- |
|  |

## BOOKING 3

Please enter course name and code in the table below.

|  |
| --- |
|  |

Please type “yes” next to the class type in the table below.

|  |  |
| --- | --- |
| Lecture |  |
| Tutorial |  |
| Laboratory |  |
| Other |  |

If you selected “other” for class type, please provide more information in the table below.

|  |
| --- |
|  |

Please enter location (include building, level and room number) in the table below.

|  |
| --- |
|  |

Please enter class details in the table below:

|  |  |
| --- | --- |
| Start date |  |
| Finish date |  |
| Start time |  |
| Finish time |  |

Please include other information, for example public holidays and semester days when the booking is not required:

|  |
| --- |
|  |

## BOOKING 4

Please enter course name and code in the table below.

|  |
| --- |
|  |

Please type “yes” next to the class type in the table below.

|  |  |
| --- | --- |
| Lecture |  |
| Tutorial |  |
| Laboratory |  |
| Other |  |

If you selected “other” for class type, please provide more information in the table below.

|  |
| --- |
|  |

Please enter location (include building, level and room number) in the table below.

|  |
| --- |
|  |

Please enter class details in the table below:

|  |  |
| --- | --- |
| Start date |  |
| Finish date |  |
| Start time |  |
| Finish time |  |

Please include other information, for example public holidays and semester days when the booking is not required:

|  |
| --- |
|  |

## BOOKING 5

Please enter course name and code in the table below.

|  |
| --- |
|  |

Please type “yes” next to the class type in the table below.

|  |  |
| --- | --- |
| Lecture |  |
| Tutorial |  |
| Laboratory |  |
| Other |  |

If you selected “other” for class type, please provide more information in the table below.

|  |
| --- |
|  |

Please enter location (include building, level and room number) in the table below.

|  |
| --- |
|  |

Please enter class details in the table below:

|  |  |
| --- | --- |
| Start date |  |
| Finish date |  |
| Start time |  |
| Finish time |  |

Please include other information, for example public holidays and semester days when the booking is not required:

|  |
| --- |
|  |

## OFFICE USE ONLY

|  |  |
| --- | --- |
| Are RAs up to date? |  |
| Projected cost for year: |  |
| Financial plan? |  |

Comments: