**Sense-checking service**

The Help & Advice service can help make sure you feel confident in communicating with the university in the best way possible to have your message, thoughts and experiences heard in the way you intend them.

**We can…**

* Ensure all mandatory fields in forms are filled
* Verify that answers are relevant to the questions
* Make sure you are focussing on the issue you are trying to address
* Check you have included they key points you wanted to put across as discussed in your appointment
* Consider the tone and relevance of each point in context of the university process to which it relates
* Make suggestions on grammatical and structural changes that improves the coherence of your statement (we are not a proofreading service)
* Ensure the document is accessible (openable, readable font and size).

**Things we don’t do…**

* We can’t fill out, complete or submit forms on behalf of a student.
* We won’t make any changes to the document, its text or meaning. Any suggested alterations made by an advisor should be actioned at the discretion of the student.

*Students maintain full responsibility for any documents submitted to the university.*

*It is the responsibility of the student to ensure that any documentation sent to the university is complete and reflects what they want to say.*