

Student Services

Student Instructions for Communication on how to request a meeting with NZIoS Staff

NZIoS is committed to provide quality services and pastoral care for its students. Most staff would usually be available for students to talk to, such as student services and development staff. However, occasionally staff members might not be available due straight away. In this case, it's recommended to request a meeting to ensure the availability of relevant staffs as quickly as possible. Please find the guide below on how to request a meeting.

Requesting a meeting

1. To request a meeting, please send an E-Mail to studentservices@nzios.ac.nz
2. In the subject line of the E-Mail, please say 'meeting request'
3. In the E-Mail, please mention as many relevant details of the request as possible. Please include
 - Your name and ID number
 - The person you want to request the meeting with (if you don't know the name of the person but the title, e.g. Programme leader for Business
 - Any other relevant facts such as why you request the meeting and what day and time you'd like to have the meeting
4. You will receive a request in regards to your meeting request within two working days

NZIoS student services shall respond within two working days. Please write again after two days if you do not hear back from NZIoS student services within two working days.