



# THE MANAGEMENT SCHOOL SYDNEY

MSS EDUCATION PTY LTD (ABN 32 604 489 161) | RTO CODE 41465 | CRICOS CODE 03485E  
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## STUDENT DOCUMENT REQUEST FORM

### 1. STUDENT DETAILS

Full name :

ID:

Course :

Course Start Date:  Course End Date:

Phone :  E-mail :

Street No:  Street Name :

Suburb :  State :  Post Code :

Please update my contact as above: Yes  No

### 2. REQUEST DETAILS

- |  |  |
|--|--|
| <input type="checkbox"/> Enrolment Letter        | <input type="checkbox"/> Final Certificate and transcript                  |
| <input type="checkbox"/> Statement of Attainment | <input type="checkbox"/> Letter - CoE extension                            |
| <input type="checkbox"/> Interim Transcript      | <input type="checkbox"/> Release Letter                                    |
| <input type="checkbox"/> % Completion Letter     | <input type="checkbox"/> Re - issue of Certificate/Statement of Attainment |
| <input type="checkbox"/> Attendance Letter       | <input type="checkbox"/> Other (Please Explain Below)                      |

### 3. REQUEST REASON

Student signature:  Date:

#### Please Note:

- All requests will take approximately 14 working days from the day of submission to be processed.
- Administration fees of \$100 will be applied in case of priority service.
- Fees will apply for any request to re-issue certificate or transcript.

OFFICE USE ONLY		
Task	Staff	Date
Received by		
Approved/Declined by		