



## 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"/> Course Progress Letter  | <input type="checkbox"/> Other (Please Explain Below)                      |
| <input type="checkbox"/> Holiday Confirmation Letter from __ / __ / __ to __ / __ / __ |  |

### 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		