

Student Document Request form

1. Student Details

 Full name: ID:

 Course: Start: / / End:

 Phone: E-mail:

 Street name & number:

 Suburb: State: Post code:

 Please update my contact as above: Yes No

2. Request Details

- | | |
|---|---|
| <input type="checkbox"/> Enrolment Letter
<input type="checkbox"/> Statement of Attainment (No fees apply)
<input type="checkbox"/> Interim Transcript
<input type="checkbox"/> Completion Letter
<input type="checkbox"/> Attendance Letter
<input type="checkbox"/> Other (Please Explain below) | <input type="checkbox"/> Final Certificate and transcript (No fees apply)
<input type="checkbox"/> Letter-CoE extension Letter
<input type="checkbox"/> - Leave approval
<input type="checkbox"/> Release Letter (No fees apply)
<input type="checkbox"/> Re-issue of Certificate/
Statement of Attainment |
|---|---|

3. Request Reason

 Student signature: Date: / /

Please Note:

- All requests will take approximately 7 working days from the day of submission to be processed
- Fees will apply for any request to re-issue certificate or transcript.

Office use only

Task	Staff	Date
Received by		/ /
Approved / Declined by		/ /