



## 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

Enrolment Letter (AUD 80.00 fee applies)

Final Certificate and Transcript

Statement of Attainment (AUD 80.00 fee applies)

CoE Extension Letter (AUD 100.00 fee applies)

Interim Transcript (AUD 80.00 fee applies)

Leave Request

% Completion Letter (AUD 80.00 fee applies)

Release Letter (AUD 1,000 fee applies)

Attendance letter (AUD 80.000 fee applies)

Re-issue of Final Certificate/Statement of Attainment (AUD 80.00 fee applies)

Other (Please Explain):

### 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		/ /