



# DOCUMENT REQUEST FORM

Please note that the requests can only be processed if payments are up to date.  
 Request for transcripts/qualifications will be available within 30 calendar days from completion date.  
 Please note all the documents request will take up to **10 working days** from submission of this form.  
**Optional:** A charge of \$50.00 will be applied for **URGENT** processing. (3 working days from the request)

## STUDENT DETAILS:

First Name:		Family Name:	
Student ID:		Contact Number:	
Address:			
Email Address:			
Course Name:			

## DOCUMENT REQUEST:

<input type="radio"/> <b>Certificate</b> Re-issue fee \$50.00 Course completed ONLY	<input type="radio"/> <b>Transcript</b> Re-issue fee \$50.00 Course completed ONLY	<input type="radio"/> <b>Completion Letter</b> Re-issue fee \$50.00 Course completed ONLY
<input type="radio"/> <b>Statement of Attainment</b>	<input type="radio"/> <b>Interim Transcript</b>	<input type="radio"/> <b>Confirmation / Reference Letter*</b>
<input type="radio"/> <b>Attendance Certificate*</b>	<input type="radio"/> <b>Other:</b>	
<b>Reason/s</b> (Valid reason and supporting document/s are required)* :		

## STUDENT DECLARATION:

I declare that all the information I have given above is correct and complete. I confirm that I have read all the terms and conditions and agree to abide by those rules and any subsequent amendments. If any information is false or has been withheld I accept that this may cause cancellation of my enrolment and/or further consequences.

Student Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**I confirm that I have received the requested document(s).**

Student Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

OFFICE USE ONLY					
<input type="radio"/> Urgent Processing	<input type="radio"/> Fee Paid		Amount (AUD):	\$	
Charged By:		Signature:		Date:	/ /
Processed By:		Signature:		Date:	/ /