



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"/> Certificate Re-issue fee \$50.00 Course completed ONLY	<input type="radio"/> Transcript Re-issue fee \$50.00 Course completed ONLY	<input type="radio"/> Completion Letter Re-issue fee \$50.00 Course completed ONLY
<input type="radio"/> Statement of Attainment	<input type="radio"/> Interim Transcript	<input type="radio"/> Confirmation / Reference Letter*
<input type="radio"/> Attendance Certificate*	<input type="radio"/> Other:	
Reason/s (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:	/ /