

STUDENT DOCUMENTATION REQUEST FORM

Student Name	
Student ID	
Date Of Birth	
Email Address	
Course Code & Name	
Contact Number	

Requested Documents

Which document would you like to request?

- | | |
|-----------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Confirmation of Enrolment Letter | <input type="checkbox"/> Replacement Testamur/Certificate |
| <input type="checkbox"/> Completion Letter | <input type="checkbox"/> Replacement Statement of Attainment |
| <input type="checkbox"/> Interim Transcript | <input type="checkbox"/> Holiday Letter |
| <input type="checkbox"/> Release Letter | <input type="checkbox"/> Break in Studies/Leave Letter |
| <input type="checkbox"/> If other, please specify _____ | |

Reason(s) for request: _____

How would you like us to provide this to you?

- | | |
|------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Via Email | <input type="checkbox"/> Collect from Reception |
|------------------------------------|-------------------------------------------------|

Student's signature: _____ Date: _____

PLEASE ALLOW 5 WORKING DAYS TO COMPLETE YOUR REQUEST

The document processing fee is A\$150 per document requested

OFFICE USE ONLY

Approved by: _____ Date: _____

Sent/Collected by (Student signature): _____ Date: _____