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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?

- | | |
|---|--|
| ☐ Confirmation of Enrolment Letter | ☐ Replacement Testamur/Certificate |
| ☐ Completion Letter | ☐ Replacement Statement of Attainment |
| ☐ Interim Transcript | ☐ Holiday Letter |
| ☐ Release Letter | ☐ Break in Studies/Leave Letter |
| ☐ If other, please specify _____ | |

Reason(s) for request: _____

How would you like us to provide this to you?

- | | |
|------------------------------------|---|
| ☐ Via Email | ☐ 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: _____