



DOCUMENT REQUEST FORM

Student Number:	
Given Name:	
Family Name:	
Email Address:	
Mobile:	
Address:	

DOCUMENT REQUIRED

(Please place a tick next to your selection and reason below)

- | | | |
|---|---|--|
| <input type="checkbox"/> Certificate of attainment | <input type="checkbox"/> Confirmation of enrolment letter | <input type="checkbox"/> Certificate of Attendance |
| <input type="checkbox"/> Reissue student card- \$20 | <input type="checkbox"/> Certificate of Status | <input type="checkbox"/> Other _____ |

I would like to obtain copies of my documents by:

- Collect them personally from Campus
- Email (*Not available for formal qualifications)
- Registered Post or Overseas Postage AUD\$25.00 Posted to the address listed on this form.

**PLEASE ALLOW UP TO 5 WORKING DAYS FOR PROCESSING OF DOCUMENTS AND LETTERS.
ALL FEES, INCLUDING TUITION FEES MUST BE UP-TO-DATE FOR REQUESTS TO BE PROCESSED.**

Reason for letter:

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:** _____

OFFICE USE ONLY

Academic Manager Checked	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed <input type="checkbox"/> Partial Completed	
Academic Manager signature:		Date:
Outstanding Fees Checked:	<input type="checkbox"/> Yes <input type="checkbox"/> No By: _____	
Amount Paid:	\$ _____	Receipt No: _____
Student's File Updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No By: _____	
Prisms Updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No By: _____	