

Student Documentation Request Form

APPLICANT DETAILS	
First Name	
Last Name	
Date of Birth	
Email	
Mobile Phone	
Address Line 1	
Address Line 2	
Course	
Course Start Date	
Student ID (if available)	

DOCUMENTATION DETAILS	
<input type="checkbox"/>	Enrolment Certificate
<input type="checkbox"/>	Statement of Attainment
<input type="checkbox"/>	Study Break Certificate
<input type="checkbox"/>	Completion Letter

STUDENT DECLARATION	
<i>Please specify reason for request</i>	
<i>Signature:</i>	<i>Date:</i>

PLEASE ALLOW 5 WORKING DAYS TO COMPLETE YOUR REQUEST.

NOTE: REQUEST WILL NOT BE PROCESSED IF A STUDENT HAS ACCUMULATED OUTSTANDING FEES.
PLEASE REFER TO THE INSTITUTE'S TUITION FEES PAYMENT POLICY.

OFFICE USE ONLY	
Received by	
Position	
Date received	
Date and Method Document has been submitted	
If rejected, reason for rejection	
Date student has been notified of rejection	