



Document Request Form

Note:

- No request will be processed until this form is fully completed.
- No request will be processed if there is overdue fees.
- The request will be processed within 15 working days.
- If you are not sure on eligibility of request, please ask before making payment.

Section 1 : Personal Details

Name		Student ID	
Address			
Suburb		Post Code	
Email		Mobile	
Current Course			

Section 2: Document Request Details – I am applying for:

<input type="checkbox"/> Final Document (Certificate & Record of Results) [please also complete No Dues Form]		No fees
Certificate & Record of Results will be available 28 days after course end date as per CoE		
<input type="checkbox"/> Interim Transcript	\$180	<input type="checkbox"/> Invitation Letter
<input type="checkbox"/> Attendance Letter	\$80	<input type="checkbox"/> Enrolment Letter
<input type="checkbox"/> Term Break Letter	\$80	<input type="checkbox"/> Leave Letter [Must attach Application for Leave]
<input type="checkbox"/> Support Letter	\$100	<input type="checkbox"/> Any other letter
<input type="checkbox"/> Release Letter [Must attach Application for Withdrawal]		No Fees
Note: by selecting Release Letter – this request is not automatically guaranteed. You will be advised of the outcome within 15 working days.		

Section 3: Student Declaration

I, _____ (Applicant) hereby declare that the information contained in this application is true. I also understand that there may be associated fees which I agree to pay.

Signature	Date

Section 5 : Office Use Only

ACCOUNTS	DUE AMOUNT/DATE
NO DUE	ACCOUNTS SIGNATURE
Comments:	
Staff Approval Signature	Approval Date
Application Outcome : Approved <input type="checkbox"/> Declined <input type="checkbox"/>	Student advised by: Email <input type="checkbox"/> Phone <input type="checkbox"/>
Update PRISMS: Yes <input type="checkbox"/> No <input type="checkbox"/>	Update SMS: Yes <input type="checkbox"/> No <input type="checkbox"/>