



Application for Request of Official Documents

Student Name:

Student ID:

Date of Birth: / /

Email:

Please select the document/s you are requesting:

- Certificate
- Statement of Attainment
- Enrolment Letter

Delivery mode:

- Email
- Collect from the head office
- Mail (Within Australia)
- Mail (Overseas)

Postage Address

Address

Suburb

State/Province

Postcode

Country

Please note:

- Upon completion of a course, students will be issued with their certification documents in line with our *AQF Certification Policy and Procedures* for VET students, and as outlined in the *Student Administration Policy and Procedures* for ELICOS students. These documents will be issued within 30 days of completion, provided that all fees have been paid.
- Re-issuance or additional copies of certification documents will attract a fee of \$50 per document, plus postage if required.

Student Signature

Signed:

Date:

Please return this form to the head office.



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Office Use Only

- Approved
- Payment received
- No outstanding payment due
- Confirmed student's entitlement to the requested documents

Not Approved

Notes:

Process by:

Signature:

Date: