

Document Request Form

Student No.: _____ Name: _____
 Contact No.: _____ Email: _____
 Course: _____
 Address: _____ Suburb: _____ Postcode: _____

Please Tick:

- | | | | |
|--|-----------|--|------|
| <input type="checkbox"/> Completion Certificate | No Charge | <input type="checkbox"/> Completion Letter | \$30 |
| <input type="checkbox"/> Completion Certificate (Re-issue) | \$50 | <input type="checkbox"/> Enrolment Verification Letter | \$30 |
| <input type="checkbox"/> Interim Transcript | \$50 | <input type="checkbox"/> Work Placement Statement | \$30 |
| <input type="checkbox"/> Statement of Attainment | \$50 | <input type="checkbox"/> Student ID Card (Re-issue) | \$30 |
| <input type="checkbox"/> Urgent Request (per document) | \$50 | <input type="checkbox"/> Others _____ | \$__ |

Details of request:

TERMS AND CONDITIONS

1. It will take **3-5 working days** to process your request if you are a **current student**.
2. For **former students**, allow **10 working days** to process your request.
3. **Outstanding fees must be settled** to prevent delays in processing.
4. Documents will be available for pick up in the college after presentation of a valid ID.
5. If you are a **finishing student**, **USI must be provided** when requesting transcript of records.
6. For documents not listed above, the feasibility of issuance and fees will be assessed on a case-by-case basis.
7. **For urgent requests (within 24 hours), an additional \$50 fee will be charged per document. Feasibility will be assessed by the SSO.**

I declare that the information provided by me is correct and complete.

Student's Signature

____/____/____
Date

Office Use Only

Student Services	Accounts	Student Services
Received by _____	• Financial • Non-Financial Approved by: _____	Processed by: _____
Date: ____/____/____	Date: ____/____/____	Date: ____/____/____

For Urgent Requests: Feasible to process within 24 hours All payable fees are cleared

Payment Details:

Total Fees: \$_____ Card Bank Transfer Received by: _____ Date: _____

I, _____ hereby declare that I have received the above requested documents.

Signature

____/____/____
Date