

## 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"/>              |                    |  |