



DOCUMENT REQUEST FORM

- Please note that the requests can only be processed if payments and records are up to date, including student results
- There is a \$50 processing fee for any Final Document printed, reprinted, archived students or urgent Certificates (required within 2 working days)
- Please note requests may take up to **10 working days** to process. For any archived student requests this may take between 14-28 days.
- Please see Student Services if you have any questions or need advice on what document/s you may require.

STUDENT PERSONAL DETAILS			
Student Name:		Student ID:	
Course Name:		End date:	
Email:		Mobile:	
Address:			

DOCUMENT REQUEST							
Final Documents (Completed course)		Printed (\$50)		Reprint (\$50)		Archive (\$50)	
Interim Transcript (Current course)		Note: All Documents are provided electronically in a secured PDF format that cannot be printed.					
Completion Letter							
College Break Letter							
Confirmation Letter							
Visa Support Letter							
Other document (Please specify):							
Additional details:							
Urgent (\$50)							

DECLARATION	
I declare that all the information I have given above is correct and complete. I confirm that I have read all the terms and conditions and agree to abide by those rules and any subsequent amendments. If any information is false or has been withheld, I accept that this may cause cancellation of my enrolment and/or further consequences.	
Student Signature: _____	Date: ____/____/____

COLLECTION CONFIRMATION	
I confirm that I received the requested document.	
Student Signature: _____	Date: ____/____/____

*** OFFICE USE ONLY ***			
Fees required:	☐ Urgent ☐ Reprint ☐ Archive Student	Date required by:	
Fee paid:		Date paid:	
Processed by:		Date:	
Comments:			
☐ Payments up-to-date ☐ USI Verified ☐ Records up-to-date			