



Student Request Form

Please show your Student ID card when collecting the document

Student Number:

Family Name:

First Name:

Mobile:

Email:

Please tick the box below as per your request:

Course Certificate or Statement of Attainment

- Certificate II in Business
- Certificate III in Business
- Certificate IV in Business
- Diploma of Business
- Advanced Diploma of Business
- Certificate III in EAL
- Certificate IV in EAL
- Diploma of Project Management
- Advanced Diploma of Program Management

Documentation

- Letter of confirmation
- Completion Letter
- Others (Be Specific)

Student Signature:

SIGN IN HERE

Date Requested:

/ /

No document will be processed unless you sign for it

NOTE: Please allow a minimum of 5 working days for processing

Office Use Only

- Director of Studies has checked Student Academic Folder and Results in Database

Date completed: / /

Comment: _____

- Student Services Officer Print Certificate

Date Printed: / /

- PEO signature

Date completed: / /

Comment: _____

- Student Services Officer contacted the student via:

(Please circle as applicable)

Email

Telephone

Trainer

Date of contact: / /

- Student Services Officer Received Requested Document

Student Picked Up Documents on:

/ /