

Student Records Request

Please show your Student ID card when collecting the document

Student Number:

Family Name:

First Name:

Mobile:

[illegible]

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
- ☐ Certificate IV in Accounting and Bookkeeping
- ☐ Diploma of Accounting
- ☐ Advanced Diploma of Accounting
- ☐ Certificate III in Hairdressing

Documentation

- ☐ Letter of confirmation
☐ Certificate
☐ Statement of Attainment
☐ Others (Be Specific)

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Student Signature: _____

SIGN IN HERE

Date Requested:

□□/□□/□□□□

NOTE:

- *No document(s) will be processed unless you sign on this form.*
- *Please allow a minimum of 15 working days for processing the Certificate or SOA request.*
- *Please allow a minimum of 5 working days for processing of any other documents.*

Office Use Only

- ☐ Academic Manager has checked Student Academic Folder and/or Results in Database

Date completed: / /

Comment: _____

- ☐ Student Services Manager 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:

/ /