

DOCUMENT REQUEST FORM

- Requests can only be processed if payments and records are up to date, including student results
- There is a \$50 processing fee for any Hardcopy Final Documents, reprint, archived students (before 2016) or urgent documents (required within 2 working days)
- Requests may take up to 10 working days to process. For any archived student requests this may take between 14-28 days.
- Note: Final Documents are generated within 30 days of the last date of study. Requests will be fulfilled within 10 working days after generation

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) ☐

Completion Letter ☐

College Break Letter ☐

Confirmation Letter ☐

Visa Support Letter ☐

Other document (Please specify): ☐

Additional details:

Note: All Documents are provided electronically in a secured PDF format that cannot be printed.

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:

COLLECTION CONFIRMATION

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