

## Document Request

<b>Date requested</b>	
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### Student details

<b>Name</b>			
<b>DOB</b>		<b>Student ID</b>	
<b>Course</b>			
<b>Location</b>			

### Document

Which document(s) would you like?

<input type="checkbox"/> Award / Statement of Attainment	<input type="checkbox"/> COE
<input type="checkbox"/> Enrolment letter	<input type="checkbox"/> Course progression letter
<input type="checkbox"/> Invitation letter	<input type="checkbox"/> Release letter
<input type="checkbox"/> Student ID card (replacement cards incur \$25 fee)	<input type="checkbox"/> Other:
<b>Comments</b>	

Please note:

- ) Charges may apply
- ) Documents may be withheld if there are outstanding fees
- ) Documents will only be released to the student named
- ) Please allow up to 5 working days for your request to be processed

### OFFICE USE ONLY

Item		Signed	Date
Document request approved	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Completed	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Comments</b>			