

Document request

Student details

Name		
DOB	Student ID	
Course		
Location		

Document

Which document(s) would you like?					
Award / Statement of Attainment	□ COE				
Enrolment letter	Course progression letter				
□ Invitation letter	□ Release letter				
□ Student ID card (replacement cards incur \$25 fee)	□ Other:				
Comments					

Please note:

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

OFFICE USE ONLY

		Signed	Date
Document request approved	🗆 YES 🗖 NO		
Completed	UYES UNO		
Comments			

Skilled Services Australia Pty Ltd t/a Skills Institute Australia

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