



Document request

Date requested	
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Student details

Name			
DOB		Student ID	
Course			
Location			

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:		
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	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Completed	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Comments			

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