

## **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

RTO 32473 CRICOS 03328G ABN 34 150 413 219 www.skills.qld.edu.au Brisbane: 3431 Pacific Hwy, Slacks Creek, QLD 4127 Ph. 07 3208 3182 Email: enrol@skills.qld.edu.au Perth: 74 Walters Drive, Osborne Park, WA 6017 Ph. 08 9228 8542 Email: perth@skills.qld.edu.au Adelaide: Level 2 112 Rundle Mall, Adelaide, SA 5000 Ph. 08 7093 0408 Email: adelaide@skills.qld.edu.au