

Documents Request Form

Please ensure to fill this form correctly and pay all outstanding tuition fees. Incorrect or incomplete forms will result in delays or rejections.

Title: Mr / Ms / Miss / Mrs	Student Number:
Student Name (Print):	
Phone:	Email: Date:
Qualification Code:	Qualification Name:
Course Start Date:	Course End Date:

Please tick which documents you want:

<input type="checkbox"/> Attendance Certificate	<input type="checkbox"/> Statement of Attainment	<input type="checkbox"/> Academic Transcript
<ul style="list-style-type: none"> • <u>(All outstanding fee instalments must be paid before requesting these document) *</u> • <u>(Extra fees might be incurred for requesting document)</u> 		
<input type="checkbox"/> Testamur and Statement of Results (SOR) [additional/duplicate copy- \$200 fees payable upfront]		
<input type="checkbox"/> Confirmation of Enrolment	<input type="checkbox"/> Completion letter	<input type="checkbox"/> Application for Permission to Work
<input type="checkbox"/> Withdraw or Terminate the enrolled course (DHA will be informed)		<input type="checkbox"/> Holiday Letter <input type="checkbox"/> Verification Letter
<input type="checkbox"/> Withdraw and Release Request (for transfer to another education provider) (attach copy of offer letter)		[You are required to complete withdrawal form] (College name)

Why do you require documents (e.g. To extend my visa / I have finished my course.)?

Signature Date.....

Office use only

Student Services Department

Received By: _____ Signature: _____ Date Received: _____

Finance Department [This section is only applicable if student is applying for additional copy of Testamur and Statement of Results]

Amount: _____ Account Officer: _____ Date: _____

APPROVED/NOT APPROVED BY:

Name: _____ Signature: _____ Date: _____