



Educating for Excellence

Australian Ideal College

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Document Request Form

PART A: STUDENT DETAILS			
Family Name		Given Names	
Student ID		Mobile	
Address		Email	

PART B: COURSE DETAILS <i>(Please tick '✓' the box '☐' below for the course you request document.)</i>	
General English	Diploma of Leadership and Management
English for Academic Purposes	Advanced Diploma of Leadership and Management
Certificate III in Accounts Administration	Graduate Diploma of Management (Learning)
Certificate IV in Accounting and Bookkeeping	Certificate IV in Project Management Practice
Diploma of Accounting	Diploma of Project Management
Advanced Diploma of Accounting	Diploma of Hospitality Management
Diploma of Interpreting	Advanced Diploma of Hospitality Management
Advanced Diploma of Translating	Diploma of Travel and Tourism Management
Certificate III in Business Administration	Advanced Diploma of Travel and Tourism Management
Certificate IV in Business Administration	Diploma of Community Services

PART C: DOCUMENT REQUEST <i>(Please tick '✓' the box '☐' below for the requested document.)</i>	
Academic Transcript	Document Issuance Fees: \$30 for reissuing letter for confirmation of enrolment \$30 for issuing each attendance letter before course completion \$30 for issuing each academic transcript before course completion \$30 for reissuing completion letter \$30 for reissuing each attendance letter or transcript \$100 for reissuing each Qualification Certificate Note: please allow 5 working days for the request to be processed.
Attendance Report	
Confirmation of Enrolment	
Completion Letter	
Graduation Certificate	
Other Letters (please specify)	
Declaration: I declare that I have read and understood the "terms and conditions of enrolment", and agree to pay any fees incurred for the request.	
Student's Signature _____	Date _____

OFFICE USE ONLY:			
Form received by	AIC staff's signature	Date	
Fees owing to AIC	\$ _____	Paid	Not Paid
Outcome		Approved	Refused
Comments			
Signature of Director of Studies	Director of Studies's signature	Date	
Documents issued and filed by	AIC staff's signature	Date	
Documents sent to student by email	AIC staff's signature	Date	
Notification via email sent to student to collect documents	AIC staff's signature	Date	
Diary on RTOManager system recorded by	AIC staff's signature	Date	