

Student Request Form

Student ID			
Last Name			
First Name			
Date of Birth			
Address in Australia	Unit:	Street:	
	Suburb:		Postcode:
Mobile			
Email			

Please tick which document you applying for:

() Certificate	() Statement of Attainment
	CIII in Business	CIV in Accounting & bookkeeping
	CIV in Business	Diploma of Accounting
	Diploma of Business	Advanced Diploma of Accounting
	Advanced Diploma of Business	
	Certificate IV in Hospitality	CIV in Marketing and Communication
	CIII in Commercial Cookery	Diploma of Marketing and Communication
	Certificate IV in Kitchen Management	Advanced Diploma of Marketing and
	Diploma of Hospitality Management	Communication
	Advanced Diploma of Hospitality	
	Management	
	CIV in Leadership and Management	Graduate Diploma of Management
	Diploma of Leadership and Management	
	Advanced Diploma of Leadership and	
	Management	

() Other Document

Verification Letter	Change the class

- Completion Letter

- □ Change the intake date

Attendance Letter	Other (Please Specify) E.g. Verification Letter with Academic result
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Student Signature	Date Requested
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Please Note

- Please allow a 5 working days for processing documents.
- Please allow minimum of 20 working days for processing the certificate request.
- All outstanding fees must be paid before requesting any documents. •
- Extra fees incurred for requesting some documents (please refer to student handbook). •