



## Document Request Form

Please ensure to fill this form correctly. Incorrect or incomplete forms will result in delays or rejections.

<b>Title: Mr / Ms / Miss / Mrs</b>	<b>Student Name:</b>
<b>Student Number:</b>	<b>Phone:</b>
<b>Course Title:</b>	<b>Email:</b>
<b>Group:</b>	<b>Date:</b>

**I require the following from Australian City International College: (Please tick the appropriate box).**

**Current Attendance Report**     **Enrolment/Reference Letter**     **Course Completion Letter**

**Interim Statement of Results**     **Term Break Confirmation Letter**     **Fees Invoice**

**Other (Please Specify)**

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**How will you collect your documents?**

**I will personally collect the document(s) from Sydney City College of Management's Student Services Department.**

**Day of the week:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I would like the documents posted to the following address:**

**Postal Address:** \_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Student Declaration: I understand that it will take up to 5 working days for Australian City International College to process my request from their receipt of this completed form.**

<b>Student Signature:</b>	<b>Date:</b>
<b>Collected By:</b>	<b>Date:</b>

**Office use only.**

<b>Application Received By</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Action Taken By</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>