

Document Request Form

This form is to be completed by the student when requesting a document. Please complete all fields and email this form to Student Services at studentservices@acicollege.edu.au. The document requested will be emailed to the student and originals can be collected by the student. All requests will take approximately 10 working days from the day of submission to be processed. Please note, fees may apply for some services. A charge of \$50 will be applied for URGENT processing. Students must pay any outstanding tuition fees prior to receiving the requested document/s.

STUDENT DETAILS			
Student Name			
Course Title		Student ID	
Email		Mobile	
REQUEST DETAILS <i>(Please tick which document/s you require)</i>			
<input type="checkbox"/> Enrolment/Reference Letter <input type="checkbox"/> Current Attendance Report <input type="checkbox"/> Course Completion Letter <input type="checkbox"/> Interim Statement of Results <input type="checkbox"/> Term Break Confirmation Letter <input type="checkbox"/> Fees Invoice <input type="checkbox"/> CoE Extension Letter <input type="checkbox"/> Course Progress Letter <input type="checkbox"/> ID Card Replacement <input type="checkbox"/> Re-issue of Certificate/Statement of Attainment <input type="checkbox"/> Other, please specify _____			
Please explain the reason for requesting the document/s			
Student Signature			Date

OFFICE USE ONLY			
Fees paid, if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Decision Outcome	<input type="checkbox"/> Approved <input type="checkbox"/> Declined		
Reason if declined			
Processed by			
Signature			Date