



Student Request Form

RTO Code: 31915
 CRICOS Code: 03320D
 T: 1300 827 188

Student Details			
Learner's Name		Student Number	
Course Name		Phone (Mobile)	
Email		Phone (Home)	
Address		USI	

This form is used by students who wish to make requests regarding academic matters. This includes their academic transcripts, confirmation of Enrolments (CoE), completion letters, holiday leaves, statement of attainments, payment arrangements etc. The notice requires a minimum of seven (7) working days before consideration.

Appointment Request			
From		To	
Staff Name			
Reason	_____ _____		

Change of Campus/Class Request			
From		To	
Current Trainer		Future Trainer	
Reason	_____ _____		

Documentation Request			
<input type="checkbox"/> Academic Transcripts <input type="checkbox"/> Attendance <input type="checkbox"/> CoE <input type="checkbox"/> Certificate Award <input type="checkbox"/> Confirmation Letter <input type="checkbox"/> Holiday Letter <input type="checkbox"/> Letter of Completion <input type="checkbox"/> Offer Letter <input type="checkbox"/> Payment Plan <input type="checkbox"/> Personal Records <input type="checkbox"/> Release Letter <input type="checkbox"/> Statement of Attainment <input type="checkbox"/> Student Card <input type="checkbox"/> Other (please specify) _____			
Student Signature		Date	____/____/____
Staff Signature		Date	____/____/____