



DOCUMENT / LETTER REQUEST FORM

STUDENT TO COMPLETE (Please complete all the required fields and tick the box/es for your relevant letter/document request on this page.)

STUDENT NAME:	STUDENT ID:
MOBILE:	DATE:
COURSE:	INTAKE:
EMAIL:	

DESCRIPTIONS OF DOCUMENTS / LETTERS BEING REQUESTED (Tick the respective tick-boxes below and provide the required information where applicable)	FEES \$
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<input type="checkbox"/> Confirmation of Enrolment Letter, inclusive of holiday letter	<input type="checkbox"/> Visa Support Letter for family	NIL
<input type="checkbox"/> Other: <i>(Please specify)</i> _____		N/A
WBT commencement letter/s for: <i>(Enter the unit/s code/s below and tick their respective box)</i>		NIL
<input type="checkbox"/> 1. _____	<input type="checkbox"/> 2. _____	<input type="checkbox"/> 3. _____
WBT completion letter/s for: <i>(Enter the unit/s code/s below and tick their respective box)</i>		NIL
<input type="checkbox"/> 1. _____	<input type="checkbox"/> 2. _____	<input type="checkbox"/> 3. _____
Electronic copy of my completed WBT logbook/s: <i>(Enter the unit/s code/s below)</i>		\$50 per logbook
<input type="checkbox"/> 1. _____	<input type="checkbox"/> 2. _____	<input type="checkbox"/> 3. _____
<input type="checkbox"/> Testamur re-print for COURSE: <i>(Enter course title to the right)</i>		\$50
<input type="checkbox"/> Urgent testamur issuance for visa purposes post successful completion of course with Letter of Completion. <i>(Students must have a proven compassionate reason/compelling circumstance such as visa expiry within 2 weeks to be eligible)</i>		NIL
<input type="checkbox"/> Early completion request:		\$250
Current completion date: _____		\$ _____
Requested completion date: _____		

1. Please chose on you would prefer your letter/document to be delivered:

- 1.1 I would like my letter/documents to be sent via email
- 1.2 I would like to pick up my letter/document from student support

Student Support Officer is to enter the **TOTAL FEES**

\$ _____

I understand that no letter and/or document will be processed and released if I have any outstanding balance for course fees unless approved by management. I understand that the average processing time for a document request is approximately 5 business days, exclusive of weekends.

STUDENT'S SIGNATURE:	DATE:
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