



STUDENT DOCUMENT REQUEST FORM

ENSURE ALL FIELDS ARE COMPLETED: PLEASE IDENTIFY THE TYPE OF LETTER REQUIRED

STUDENT ID		DoB	
NAME			
COURSE CODE AND TITLE			
EMAIL ID		MOBILE	

TYPE OF REQUEST	<input type="checkbox"/> Invitation Letter for Family <input type="checkbox"/> Confirmation of Enrolment Letter during the course <input type="checkbox"/> Term Break Letter <input type="checkbox"/> Course progress letter <input type="checkbox"/> Fee Status letter <input type="checkbox"/> Attendance level letter (ELICOS Only) <input type="checkbox"/> other, please specify: _____
	Please approach the finance department (with this form) for approval prior to submission of the request

Student Comments: _____

- * Allow ten (10) working days for this request to be processed.
- * Letters will only be issued if course progress and fees are satisfactory!
- * If required within 10 working days a fee of \$25 will apply.

Student Signature: _____ **Date:** _____

OFFICE USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Declined
Reasons if declined.	
Request Processed By:	
Signature: _____	Date: _____