



## SA-FM-004 STUDENT REQUEST FORM

Section A: Personal Details							
Student ID		Date					
Surname		Given Name					
Home Address							
Suburb		State & Postcode					
Telephone Number		Email Address					
Terms and Conditions							
1. I will comply with all laws and regulations of Australia and NSW, including all requirements for students. 2. I will provide the appropriate documentation when unable to attend my class. 3. I will be active and participate in all class activities and assessments. 4. I will show respect to students, colleagues, teachers and staff. 5. I will update Australian Institute of Science and Technology of any changes with my current information. 6. I will be responsible for any action that causes harm or damage to students, colleagues, teachers, staff, equipment, furniture and/or property. 7. I agree that all late payments of fees will incur an interest charge. 8. I know that I have to pay the administrative fee to complete my request. 9. I agree that any request will take 10 working days to be processed after submission of this form.							
Requests (Please tick @)							
Final Certificate \$0	<input type="checkbox"/>	Final Certificate (Re-issue) \$50	<input type="checkbox"/>	Confirmation Letter \$50	<input type="checkbox"/>	Certificate Postage \$15	<input type="checkbox"/>
Statement of Attainment - SOA \$50	<input type="checkbox"/>	Change of Course \$100	<input type="checkbox"/>	RPL \$100 Per unit	<input type="checkbox"/>	Credit Transfer \$100	<input type="checkbox"/>
Leave of Absence \$50	<input type="checkbox"/>	Interim Academic Transcript \$50	<input type="checkbox"/>	Review of Grade \$250	<input type="checkbox"/>	Student Card Replacement \$30	<input type="checkbox"/>
Re-Enrolment \$500	<input type="checkbox"/>	Re-Issue CoE \$100	<input type="checkbox"/>	Reassessment • Pt, 2 <sup>nd</sup> (no charge) • 3 <sup>rd</sup> (\$400)	<input type="checkbox"/>	Instalment Plan \$50	<input type="checkbox"/>
Comments/Reason							
Declaration							

I, declare that all the information provided by me is correct and complete. I, confirm that I have read all college terms and conditions and agree to abide by those rules and any subsequent amendments. If any information is false or has been withheld, I accept that this may cause cancellation of my enrolment and/or further consequences.

**Student's Signature** .....

**Date** .....I...../.....



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## Section B: Office Use Only

### Student Services Officer

Received By..... Date .....

Administration Charge: \$ Fee Information: Paid D Not Paid D

Document Entered Date .....

### Trainer/Assessor

(only applicable for Certificate/SOA and interim transcript processing and generation)

I, declare and confirm that I have checked assessment outcomes of all unit of competency in the course the student is wanting certificate or SOA in.

Trainer/Assessor Name.....

Trainer/Assessor Signature..... Date .....

### Compliance Manager

(only applicable for Certificate/SOA and interim transcript processing and generation)

I, declare and confirm that I have checked assessment outcomes of all unit of competency in the course the student is wanting certificate or SOA in.

Compliance Manager Name.....

Compliance Manager Signature..... Date .....

### Chief Executive Officer/Principal Executive Officer

(only applicable for Certificate/SOA and interim transcript processing and generation)

I, declare and confirm that I have checked assessment outcomes of all unit of competency in the course the student is wanting certificate or SOA in.

CEO/PEO Name.....

CEO/PEO Signature..... Date .....

### Student Services Officer

I, declare and confirm that the requested document is/are generated and issued to the student on date .....

SSO Name.....

SSO Signature..... Date .....