



STUDENT REQUEST OR NOTIFICATION FORM

To be filled out by the student and submitted to Student Services Officer

Full Name:		ID Number:	
Current Course:			
CHANGES TO YOUR DETAILS – YOU MUST keep your details current. What do you wish to tell the College that has changed for your DETAILS			
<input type="checkbox"/> Change of address		<input type="checkbox"/> Change of other personal details	
<input type="checkbox"/> Change of contact details –email		<input type="checkbox"/> Change of emergency contact person / family contact details	
<input type="checkbox"/> Change of contact details –mobile		<input type="checkbox"/> Request for a replacement student card (*fees \$10)	
Address:			
Suburb:		State:	Postcode:
Telephone/ mobile:		Email:	
Other changes to your details:			
MAKE A REQUEST FOR DOCUMENTS		MAKE A REQUEST FOR A BOOKING OR APPOINTMENT	
<input type="checkbox"/> Request a letter confirming current course or enrolment (\$10)		<input type="checkbox"/> Request a booking for LLN support session	
<input type="checkbox"/> Request a reference holiday letter (\$10)		<input type="checkbox"/> Request a booking for student welfare/counselling	
<input type="checkbox"/> Request a record of academic results (\$20)		<input type="checkbox"/> Request a booking for additional tutorial support	
<input type="checkbox"/> Request records of tuition fees payments and payment plan		<input type="checkbox"/> Request for resubmission of assessments (\$150)	
<input type="checkbox"/> Other, please specify:		<input type="checkbox"/> Other, please specify:	
Notes: <ul style="list-style-type: none">• For request document fees may apply• Without USI (Unique Student Identifier) number we will not process your document request• It takes 3 working days of processing time			
Please explain your request:			
Mobile:		USI number:	
Student's Signature:		Date:	



For Office Use Only

Student Services:	Academic:	Accounts:	Student Services:
Received by / Date:	Signed/Date: APPROVED / NOT APPROVED	Financial: Y / N	Processed by / Date:
Total fees:	Subjects:	Fees:	<input type="checkbox"/> Database entered
Notes:	Notes:	Approved by / Date:	Notes: