



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			
Change of address	Change of other personal details		
Change of contact details – email	Change of emergency contact person / family contact details		
Change of contact details – mobile	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	
Request a letter confirming current course or enrolment(\$10)		Request a booking for LLN support session	
Request a reference holiday letter (\$10)		Request a booking for student welfare/counselling	
Request a record of academic results (\$20)		Request a booking for additional tutorial support	
Request records of tuition fees payments and payment plan		Request for resubmission of assessments (\$150)	
Other, please specify		Other, please specify:	
Notes: • 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			
Students Services	Academic	Accounts	Student Services
Received by / Date:	Signed/Date: Approved Not Approved	Financial: Yes No	Processed by / Date:
Total fees	Subjects	Fees	Database entered
Notes	Notes	Approved by / Date	Notes