



## STUDENT REQUEST OR NOTIFICATION FORM

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

Full Name:	ID Number:	
Current Course:		
<b>CHANGES TO YOUR DETAILS – YOU MUST keep your details current.</b>		
<b>What do you wish to tell the College that has changed for your DETAILS</b>		
<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:		
<b>MAKE A REQUEST FOR DOCUMENTS</b>		<b>MAKE A REQUEST FOR A BOOKING OR APPOINTMENT</b>
<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 (\$50)
<input type="checkbox"/> Other, please specify:		<input type="checkbox"/> Other, please specify:
Notes: <ul style="list-style-type: none"><li>• For request document fees may apply</li><li>• Without USI (Unique Student Identifier) number we will not process your document request</li><li>• It takes 3 working days of processing time</li></ul>		
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: <b>APPROVED / NOT APPROVED</b>	Financial: Y / N	Processed by / Date:
Total fees:	Subjects:	Fees:	<input type="checkbox"/> Database entered
Notes:	Notes:	Approved by / Date:	Notes: