



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 (\$50) | |
| <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: |