

Student Request Form

First Name:	Last Name:
Address:	Phone:
	Email:
Course Undertaken:	
Student ID#	Date:
Please note that under most circumstances a minimum notice period of 2 working days is required to complete this request. You will be contacted when document is ready for collection.	

Request for the following:

<input type="checkbox"/> Attendance Letter (Reason to be stated below)	<input type="checkbox"/> Statement of Attainment
<input type="checkbox"/> Confirmation of Enrolment Letter (Reason to be stated below)	<input type="checkbox"/> Certificate /Diploma
<input type="checkbox"/> Approval for Absence/Leave Letter	<input type="checkbox"/> Completion Letter (Reason to be stated below)
<input type="checkbox"/> Employment Letter	<input type="checkbox"/> Health Insurance – AHM
<input type="checkbox"/> Family Visit Support Letter (Full name/s & Date of Birth of Visitor/s is required)	<input type="checkbox"/> Access to Student Records
<input type="checkbox"/> Release/Course Withdrawal Letter (Supporting documents, e.g. Letter of Offer is required)	
<input type="checkbox"/> Other Document (Provide details of document & reason required below)	

Reason/s & Further Information:

Student's Signature:	Date:
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Office Use Only:

Request processed by: _____ Position: _____ Date: ____/____/____			
Letter issued by: _____		Date: ____/____/____	
Copies of letters issued should be placed in student file or a file note should be recorded to document the request and attached to this form.		Copy attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	