

## Application for Academic Documents

### SECTION A Student Details: Student to Complete

Student Name:			
Date of Birth:		Date:	
Course:		Student No:	
Address:		Mobile No:	
Email Address:		Group No:	

#### Information for Students:

1. Note that your course fees must be paid up-to-date before the College will issue academic documents
2. Note that the document/s requested will take 5 working days to prepare

### SECTION B Document/s requested: Student to Complete

Which of these document/s are you requesting?

- Statement of Results  
 Award / Qualification  
 Letter of Completion  
 Letter which states that you have completed a certain amount of your course.  
 50%    70%    75%    80%

Are you requesting documents from more than one course? If yes, indicate the courses below.

Course 1: \_\_\_\_\_ Course 2 : \_\_\_\_\_

Why are you requesting the document/s? \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

### SECTION C Service Fee: Student Service to Complete

Service fee - \$25 paid Admin Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

### SECTION D Document preparation and distribution: Administration to Complete

- Student has no outstanding fees  
 Documents have been created, photocopied and given to the student OR  
 Documents have been created, photocopied and distributed to Student Service  
 Photocopied documents have been scanned and uploaded to TEAMS OR  
 Photocopied documents have been given to the Administrative Assistant for scanning and uploading to TEAMS

Admin Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_