

## Application for non-academic documents

### SECTION A: Student Detail

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

Please note that your course fees must be up to date before the College will issue academic documents

Documents requested will take up to 5 working days to prepare

### SECTION B: Documents Requested

- Letter confirming studies
- Term Break Letter
- Welcome Letter
- Other – Please Specify: \_\_\_\_\_

Are you requesting documents for more than one course? If so, please complete below.

Course 1:	
Course 2:	
Why are you requesting the documents?	

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

**Fee - \$25 per document**

### SECTION C: To be completed by Admin

- Student has not outstanding fees AND
- Documents have been created and given to the student OR
- Documents have been created and given to student service

Admin Sign: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_