Student Request Form

STUDENT DETAILS	
Student ID:	
Full Name:	
Mobile/Phone	
Email	
Course Title:	

REQUEST DETAILS

☐ Course Completion Letter

☐ Course Progress Letter

☐ Re-Issue Testamur (Certificate)*

☐ Re-Issue Statement of Attainment (SOA)*

☐ Fee Payment Extension

☐ OTHER (Please specify) _____

Note
- This form **MUST** be submitted via email to avoid loss or delay in processing of this Application.
- If applicable, all the supporting documents must be attached to avoid any delay.

* Students can request to re-issue the qualification and the statement of attainment if lost, damaged or stolen. The student will need to submit a statutory declaration stating the same and the required fee. The RTO Manager will verify the Certificate Issuance Register and re-issue the replacement qualification or statement of attainment within 30 days of the request and upon receipt of payment.
- Re-Issuance of Diploma / Certificate $150.00
- Re-Issuance of statement of attainment $100.00
- Postage $20.00

SIGNATURE: _____ DATE: _____

FOR OFFICE USE

☐ APPLICATION RECEIVED   DATE: _____

☐ APPLICATION ASSESSED

☐ APPLICATION PROCESSED

☐ STUDENT NOTIFIED   DATE: _____

STAFF NAME:_____ **STAFF**

SIGNATURE:_____