



Certificate/ Document Request form

Personal Details		
Student Name		
Student ID		
Date of Birth		
Email Address		
Contact number		
Course Details		
Date		
Nature of Request/ Document Required (Tick the appropriate)		
<input type="checkbox"/>	Certificate	
<input type="checkbox"/>	Statement of Attainment	
<input type="checkbox"/>	Course Completion Letter	
<input type="checkbox"/>	Enrolment Letter	
<input type="checkbox"/>	Holiday letter	
<input type="checkbox"/>	Visa Extension Letter	
<input type="checkbox"/>	Re-issuance of Student ID Card (For admin fee- Contact Reception for further details)	
<input type="checkbox"/>	Re-issuance of Course Certificate (For admin fee- Contact Reception for further details)	
<input type="checkbox"/>	Invitation letter (please provide full-name and date of birth of person/s being invited):	
<input type="checkbox"/>	Cancelled CoE	
<input type="checkbox"/>	Other (Please specify):	
Student Acknowledgement		
<p>1. I understand that I will be contacted via my personal email once the certificate has been issued and it is my responsibility to collect it from The Centre of Excellence reception in a timely manner.</p> <p>2. I understand that if my application is unsuccessful (i.e. outstanding fees, existing NYC's) the process will be cancelled and re-submission of this form will be required. The two weeks processing time will recommence from the date of re-submission.</p>		
Student Signature:	Date:	
OFFICE USE ONLY		
Received by:	Signature:	Date:
Certificate/ Document Issuing Date:		
Document Checklist		
<input type="checkbox"/> Student has paid full Fees <input type="checkbox"/> Student has completed all units of Competency (student hard copy to be checked) <input type="checkbox"/> USI verified		