



# STUDENT REQUEST OR NOTIFICATION FORM

To be filled out by the student and submitted to Student Services Officer

Full Name:		ID Number:	
Current Course:			
<b>CHANGES TO YOUR DETAILS – YOU MUST keep your details current.</b>			
<b>What do you wish to tell the College that has changed for your DETAILS</b>			
<input type="checkbox"/> Change of address		<input type="checkbox"/> Change of other personal details	
<input type="checkbox"/> Change of contact details –email		<input type="checkbox"/> Change of emergency contact person / family contact details	
<input type="checkbox"/> Change of contact details –mobile		<input type="checkbox"/> Request for a replacement student card (*fees \$10)	
Address:			
Suburb:		State:	Postcode:
Telephone/ mobile:		Email:	
Other changes to your details:			
<b>MAKE A REQUEST FOR DOCUMENTS</b>		<b>MAKE A REQUEST FOR A BOOKING OR APPOINTMENT</b>	
<input type="checkbox"/> Request a letter confirming current course or enrolment (\$10)		<input type="checkbox"/> Request a booking for LLN support session	
<input type="checkbox"/> Request a reference holiday letter (\$10)		<input type="checkbox"/> Request a booking for student welfare/counselling	
<input type="checkbox"/> Request a record of academic results (\$20)		<input type="checkbox"/> Request a booking for additional tutorial support	
<input type="checkbox"/> Request records of tuition fees payments and payment plan		<input type="checkbox"/> Request for reassessment (fees \$150 per unit)	
<input type="checkbox"/> Other, please specify:		<input type="checkbox"/> Request for resubmission (*fees may applies)	
		<input type="checkbox"/> Other, please specify:	
Notes: <ul style="list-style-type: none"> <li>• For request document fees may apply</li> <li>• Without USI (Unique Student Identifier) number we will not process your document request</li> <li>• It takes 3 working days of processing time</li> </ul>			
Please explain your request:			
Mobile:		USI number:	
Student's Signature:		Date:	

## For Office Use Only

<b>Student Services:</b>	<b>Academic:</b>	<b>Accounts:</b>	<b>Student Services:</b>
Received by / Date:	Signed/Date: APPROVED / NOT APPROVED	Financial: Y / N	Processed by / Date:
Total fees:	Subjects:	Fees:	<input type="checkbox"/> Database entered
Notes:	Notes:	Approved by / Date:	Notes: