

## 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 resubmission of assessments (\$50)	
<input type="checkbox"/> Other, please specify:	<input type="checkbox"/> Other, please specify:	
<b>Notes:</b> <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>
<b>Received by / Date:</b>	<b>Signed/Date:</b> APPROVED / NOT APPROVED	<b>Financial: Y / N</b>	<b>Processed by / Date:</b>
<b>Total fees:</b>	<b>Subjects:</b>	<b>Fees:</b>	<input type="checkbox"/> <b>Database entered</b>
<b>Notes:</b>	<b>Notes:</b>	<b>Approved by / Date:</b>	<b>Notes:</b>