



## Student Enquiry Form

### Applicant Details:

Surname:	Given Name:	Student ID:
Address:		
City:	Postcode:	
Mobile:	E-mail:	USI No.:

### Course Details:

Course Name:
Starting Date:
Finish Date:

### I wish to request for:

- |  |  |
|--|--|
| <input type="checkbox"/> Study letter              | <input type="checkbox"/> Leave letter / Holiday letter |
| <input type="checkbox"/> Attendance letter         | <input type="checkbox"/> Academic transcript*          |
| <input type="checkbox"/> Certificate of completion | <input type="checkbox"/> Certificate                   |
| <input type="checkbox"/> Statement of attainment*  | <input type="checkbox"/> Tuition fee receipt           |

Notes: All the documents will be processed within 10 working days after the submission of this form.

\*Academic transcript: \$20/page, Statement of attainment : \$20/page

### Urgent Applications:

Same day pick up

Priority processing fee: \$40/page

Next day pick up

Priority processing fee: \$20/page

### Declaration:

I declare all information I have given on this form is correct and complete. I have read, understand and accept the Terms and Conditions and agree to be bound by them.

Signature:

Date: (d) / (m) / (y)



**This Section is For Official Use Only:**

**Date application received:** \_\_\_\_\_

**Staff name:** \_\_\_\_\_

**Check list:**

Tuition fee

Result

USI

**Outcome:**

Approved

Rejected

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Decided By:** \_\_\_\_\_

**Date:** \_\_\_\_\_