

Student Request Form	
<b>First Name:</b>	<b>Last Name:</b>
<b>Address:</b>	<b>Phone:</b>
	<b>Email:</b>
<b>Course Undertaken:</b>	
<b>Student ID#</b>	<b>Date:</b>
Please note that under most circumstances a minimum notice period of 2 working days is required to complete this request. You will be contacted when document is ready for collection.	

Request for the following:	
<input type="checkbox"/> Attendance Letter (Reason to be stated below)	<input type="checkbox"/> Statement of Attainment
<input type="checkbox"/> Confirmation of Enrolment Letter (Reason to be stated below)	<input type="checkbox"/> Certificate /Diploma
<input type="checkbox"/> Approval for Absence/Leave Letter	<input type="checkbox"/> Completion Letter (Reason to be stated below)
<input type="checkbox"/> Employment Letter	<input type="checkbox"/> Health Insurance – AHM
<input type="checkbox"/> Family Visit Support Letter (Full name/s & Date of Birth of Visitor/s is required)	<input type="checkbox"/> Access to Student Records
<input type="checkbox"/> Release/Course Withdrawal Letter (Supporting documents, e.g. Letter of Offer is required)	
<input type="checkbox"/> Other Document (Provide details of document & reason required below)	
<b>Reason/s &amp; Further Information:</b>	
<b>Student's Signature:</b>	<b>Date:</b>

Office Use Only:	
Request processed by: _____	Position: _____ Date: ___/___/___
Letter issued by: _____	Date: ___/___/___ Copy attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Copies of letters issued should be placed in student file or a file note should be recorded to document the request and attached to this form.	