

## Document Request Form

**Note:**

- No request will be processed until this form is fully completed.
- No request will be processed if there is overdue fees.
- The request will be processed within 15 working days.
- If you are not sure on eligibility of request, please ask before making payment.

### Section 1 : Personal Details

Name		Student ID	
Address			
Suburb		Post Code	
Email		Mobile	

### Section 2: Document Request Details – I am applying for:

<input type="checkbox"/>	Final Document (Certificate & Record of Results) [please also complete No Dues Form] <b>COURSE:</b>	No fees
	Certificate & Record of Results will be available 28 days after course end date as per CoE	
	Interim Transcript \$180	Invitation Letter \$100
	Attendance Letter \$180	Enrolment Letter \$50
	Term Break Letter \$50	Leave Letter [Must attach Application for Leave] \$50
<input type="checkbox"/>	Release Letter [Must attach Application for Withdrawal]	No Fees
	Note: by selecting Release Letter – this request is not automatically guaranteed. You will be advised of the outcome within 15 working days.	
	Any other Letter	

### Section 3: Student Declaration

I, \_\_\_\_\_ (Applicant) hereby declare that the information contained in this application is true. I also understand that there may be associated fees which I agree to pay.

Signature		Date	
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### Section 4: No Dues – TO BE COMPLETED BY AHMI ACCOUNTS TEAM ONLY

DEPARTMENT	DUE – AMOUNT/DATE	NO DUE	SIGNATURE
ACCOUNTS			

### Section 5 : Office Use Only

Form Received By		Form Received Date	
Fees Amount Paid		Fees Received By & Date	
Comments:			
Staff Approval Signature		Approval Date	
Application Outcome : Approved	Declined	Student advised by: Email	Phone
Update PRISMS: Yes	No	Update SMS: Yes	No