

## 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

<b>Name</b>		<b>Student ID</b>	
<b>Address</b>			
<b>Suburb</b>		<b>Post Code</b>	
<b>Email</b>		<b>Mobile</b>	

### 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] <b>No Fees</b>	
	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.

<b>Signature</b>		<b>Date</b>	
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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

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