

## 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	
Current Course			

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

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

### 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 4 : 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 <input type="checkbox"/> Declined <input type="checkbox"/>	Student advised by: Email <input type="checkbox"/> Phone <input type="checkbox"/>
Update PRISMS: Yes <input type="checkbox"/> No <input type="checkbox"/>	Update SMS: Yes <input type="checkbox"/> No <input type="checkbox"/>