

No Dues Form

Note:

- No request will be processed until this form is fully completed.
- No request will be processed if there is overdue fees.
- Student must submit this form along with any document request.

Section 1 : Personal Details

Name		Student ID	
Address			
Suburb		Post Code	
Email		Mobile	

Section 2: am requesting the following:

<input type="checkbox"/> Certificate & Record of Results *	Course	
<input type="checkbox"/> Statement of Attainment*	Course	
* Certificates & SoAs are issued within 30 calendar days of the students' final assessment being completed, provided all fees have been paid.		
<input type="checkbox"/> Document Request Form / Letter	<input type="checkbox"/> Orientation / Enrolment	

Section 3: Student Declaration

I, the student, acknowledge that all my fees must be cleared before my request is approved and processed.

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	
Comments:			
Application Outcome : Approved <input type="checkbox"/> Declined <input type="checkbox"/>			
Staff Approval Signature		Outcome Approval Date	

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