

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:

☐ Final Document (Certificate & Record of Results) [please also complete No Dues Form]		No fees
Certificate & Record of Results will be available 28 days after course end date as per CoE		
☐ Interim Transcript	\$200	☐ Invitation Letter
☐ Attendance Letter	\$80	☐ Enrolment Letter
☐ Term Break Letter	\$80	☐ Leave Letter [Must attach Application for Leave]
☐ Support Letter	\$100	☐ Any other letter
☐ 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.		

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 ☐ Declined ☐	Student advised by: Email ☐ Phone ☐		
Update PRISMS: Yes ☐ No ☐	Update SMS: Yes ☐ No ☐		

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