STUDENT REQUEST FORM

Fees applicable for some requests, refer to Fees and Charges document available on our website.

Please ensure you have cleared all your dues before you fill up this form.

STUDENT FULL NAME		**STUDENT NUMBER**	
COURSE ENROLLED			
CONTACT DETAILS	**MOBILE:**		
	EMAIL:		
REQUEST TYPE	❑ Change Class ❑ Change Campus ❑ ATEC Letter:_____ ❑ Interim Transcript ❑ Replacement Student ID card		
STUDENT SIGNATURE		**DATE**	

OFFICE USE ONLY	
Fees Check	Student has outstanding fees ○ Yes – Do not process request ○ No – Process request Authorised Officer Name: …….. Signature: ……
Fees paid for request (if applicable)	Receipt No.: **Authorised Officer Signature & Date**

Student's acknowledgement of pickup

Signature: _____

Date: ____ / ____ / _____

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