DOCUMENT REQUEST FORM
PLEASE WRITE IN BLOCK LETTERS

Important Notes:

- A Document Fee of $30 (per document) must be paid before we process your request.
- **Reissued** certification documentation (Testamur, Record of Results or Statement of Attainment) will incur an extra cost of $70 (so $30 + $70 = a total of $100 each).
- Please allow 3-5 working days for us to provide you with letters.
- Please allow up to 10 working days for certification documentation (Testamur, Record of Results or Statement of Attainment).
- No document shall be issued if the student has outstanding fees unless a payment arrangement has been granted.
- If you are applying for a Release Letter, use the Application for Release Form instead of this one.

Please forward this completed form at admissions@stc.edu.au or hand it to our staff at reception.

Student Name:		Student ID:	
Email address:		Mobile number:	
Address:			
Course:			

Please select what document/s you need:

☐ Course Progress Letter

☐ Enrolment/Attendance Letter

☐ Invitation Letter

☐ Holiday Reference Letter

☐ Leave Letter

☐ Access to Records

☐ Completion Letter

☐ Re-issued Certification documentation (Testamur, Record of Results or Statement of Attainment)

☐ Other (Please write below):

_____

_____

_____

Student Signature: _____   **Date:** _____

RTO USE ONLY			
Received by:	Signature:	Date Received:	
Processed by:	Signature:	Date Processed:	
Comments:			
Accounts: ☐PAID		☐ NOT PAID	
☐ *VETtrak updated*	☐ *Documents filed/uploaded*		☐ *Email sent to the student*