



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: <input type="checkbox"/> Course Progress Letter <input type="checkbox"/> Enrolment/Attendance Letter <input type="checkbox"/> Invitation Letter <input type="checkbox"/> Holiday Reference Letter <input type="checkbox"/> Leave Letter <input type="checkbox"/> Access to Records		<input type="checkbox"/> Completion Letter <input type="checkbox"/> Re-issued Certification documentation (Testamur, Record of Results or Statement of Attainment) <input type="checkbox"/> Other (Please write below): <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/>	
Student Signature: _____		Date: _____	
RTO USE ONLY			
Received by:	Signature:	Date Received:	
Processed by:	Signature:	Date Processed:	
Comments:			
Accounts: <input type="checkbox"/> PAID <input type="checkbox"/> NOT PAID			
<input type="checkbox"/> VETtrak updated <input type="checkbox"/> Documents filed/uploaded <input type="checkbox"/> Email sent to the student			

Parramatta Campus

Suite 1, 191 Church Street Parramatta NSW 2150

Camellia Campus

Suite 2C L1, 1C Grand Avenue Camellia NSW 2142

International Students

info@stc.edu.au

1-800-STC-EDU (1800-782-338)

(02) 8806 3939 | +61 466 666 913

Domestic Students

info@signaturetraining.edu.au

(02) 8896 2036 | +61 452 232 813

+61 460 003 311