



WINDSOR INSTITUTE OF COMMERCE

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RTO No. 90501

CRICOS Provider Code: 01856K

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Official Document Request Form

- Please submit your completed form to Windsor Institute of Commerce reception.
- Please see our Administration officer if you have any questions or need advice on what document/s you may require.
- Please note all the documents request will take up to **10 working days** from submission of this form.
- Optional: A charge of \$50.00 will be applied for **URGENT** processing. (3 working days from the request submission date).

Student Personal Details:	
Student ID:	Course:
Family Name:	Given Names:
Contact Number:	Email:
Address:	
*Please note that the requests can only be processed if payments are up to date	

Documents/Certificates All requested transcripts / qualifications will only be issued 4 weeks after the term completion date.
*Valid reason and Supporting Documents are required.

Completion

Certificate	<input type="checkbox"/> Course Completion	<input type="checkbox"/> Re-issue (\$50.00 fee)
Completion Letter	<input type="checkbox"/> Course Completion	<input type="checkbox"/> Re-issue (\$50.00 fee)
Transcript	<input type="checkbox"/> Course Completion	<input type="checkbox"/> Re-issue (\$50.00 fee)

Others;

Statement of Attainment (Incomplete only)	<input type="checkbox"/>	
Confirmation Letter / Reference Letter*	<input type="checkbox"/>	Confirmation of Enrolment (CoE) <input type="checkbox"/>
Release Letter (Form 59)*	<input type="checkbox"/>	Attendance Certificate* <input type="checkbox"/>

Reasons; _____

Declaration/Consent

I declare that all the information I have given above is correct and complete. I confirm that I have read all the terms and conditions and agree to abide by those rules and any subsequent amendments. If any information is false or has been withheld I accept that this may cause cancellation of my enrolment and/or further consequences.

Signature: _____ Date: _____

OFFICE USE ONLY

Fee Paid Amount \$ _____ Charge by : _____ URGENT Progressing

Administration Manager: _____ Date: _____

Comments: _____