Windsor Institute of Commerce Pty Ltd

Official Document Request Form

OFFICE USE ONLY	
Item No.	A –
Filing Date	

1. Please complete your personal details, read the notes, sign the form and return it to the reception
2. Please see the Student Services Officer if you have any questions /or need advice on what document/s you may require.
3. Please note that it will take us up to **10 WORKING DAYS** **from the completion date** of your course to issue a qualification or Statement of Attainment (Academic Transcript/Results).
4. A charge of **$50** will be applied for **EXPRESS / URGENT** processing.

Student No.		**Contact Number:**	
Family Name:			
Given Name:			
Address:		**Course** (Please tick ☑):	❑ **Business** ❑ **IT** ❑ **E- Business /Tourism** ❑ **Hospitality/Cookery**

Document/s Requested (Please tick ☑):

- ❑ **Statement of Attainment (Transcript)**
- ❑ **Attendance Certificate**
- ❑ **Certificate/Diploma/Advanced Diploma**
- ❑ **Release Letter**
- ❑ **Completion Letter**
- ❑ **Other** _____

Reason for Request (Please tick ☑):

Reason/s	Please provide us with . . .
❑ **Course Completion**	N/A
❑ **Visa Extension** (DIAC Purpose Only)	A copy of your current visa and the letter from DIAC
❑ **Application for University/College**	Please write the name of University/College you are applying to
❑ **Release Letter**	A copy of an offer letter from the University/College applied to and a letter stating why you wish to be released from this College
❑ **Early Termination Finishing Date:** _____	A letter stating why you wish to terminate your course and the course termination date
❑ **Other** _____	Copy of documentation evidence if applicable.

Additional Comments:

Signature:

Date:

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❑ APPROVED ❑ NOT APPROVED

COMMENT:

SIGNATURE OF AUTHORISED PERSON:

❑ IN progress

EXPECTED COLLECTION DATE: _____

❑ URGENT PROCESSING

AMOUNT RECEIVED: _____BY:_____

DATE:

This document is controlled and therefore may not be altered or amended without approval of the Authorising Officer

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