



# STUDENT REQUEST- ADMINISTRATION

Please submit this completed form to the Administration Officer

STUDENT NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

COURSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB/CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**REQUEST: Please tick (✓) your request and sign below**

- A. Confirmation of Enrolment (Letter stating you study at TAIE)
- B. Confirmation of Attendance (Letter stating your attendance rate at TAIE)
- C. Make an appointment to see staff member (Eg: Training Manager):.....
- D. Replace my Student ID card (Cost: \$10.00)
- E. Replace: (please tick and give details below)
  - My transcript (\$20.00)  My Testamur (Statement of Attainment/ Certificate or Diploma: \$55.00)
- F. Access to my file (Fee of \$0.30 per page per copy may apply)
- G. Change of Address / Details Notification (if so; provide details in area below)
- H. Other, (Please complete)

.....

.....

.....

I have enclosed payment of \$ \_\_\_\_\_ .00 (If Applicable)

Student's Signature: \_\_\_\_\_ Date (DD/MM/YY): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**YOUR REQUEST MAY TAKE AT LEAST 2 WORKING DAYS TO PROCESS**

**OFFICE USE ONLY:**

Date of Receipt:        /        /

Process date:         /         /