AUSTRALIA INTERNATIONAL CONSTRUCTION COLLEGE

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DOCUMENT REQUEST FORM

Please note that the requests can only be processed if payments are up to date. Request for transcripts/qualifications will be available within 30 calendar days from completion date. Please note all the documents request will take up to **20 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)

STUDENT DETAILS:

First Name:		Family Name:	
Student ID:		Contact Number:	
Address:			
Email Address:			
Course Name:			

DOCUMENT REQUEST:

○ **Certificate** Course completed ONLY	○ **Transcript** Course completed ONLY	○ **Completion Letter** Course completed ONLY
○ **Statement of Attainment**	○ **Interim Transcript**	○ **Confirmation / Reference Letter***
○ **Attendance Certificate***	○ **Other:**	
Reason/s *(Valid reason and supporting document/s are required)** **:**		

STUDENT DECLARATION:

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.

Student Signature: _____ Date: ____/____/____

I confirm that I have received the requested document(s).

Student Signature: _____ Date: ____/____/____

OFFICE USE ONLY					
○ Urgent Processing		○ Fee Paid		Amount (AUD):	$
Charged By:		Signature:		Date:	/ /
Processed By:		Signature:		Date:	/ /