

Application for Academic Reports

SECTION A Student Details: Student to complete

Date of Application:

Student Name: Student No:

Date of Birth: Mobile No:

Address: Email:

Course: Group No:

Information for Students:

1. Note that your course fees must be up-to-date before the College will issue academic documents
2. Note that the document/s requested will take 5 working days to prepare

SECTION B Document/s requested: Student to complete

Which of these document/s are you requesting?

- Statement of Results
- Award / Qualification
- Letter of Completion
- Letter which states that you have completed a certain amount of your course.
- 50% 70% 75% 80%

Are you requesting documents from more than one course? If yes, indicate the courses below:

Course 1: Course 2:

Why are you requesting the document/s?

Student Sign: Date:

SECTION C Service Fee: Customer Service to complete

Service fee - \$25 paid Admin Sign: Date:

SECTION D Document preparation and distribution: Administration to complete

- Student has no outstanding fees
- Documents have been created, photocopied and given to the student OR
- Documents have been created, photocopied and distributed to Customer Service
- Photocopied documents have been scanned and uploaded to TEAMSOR
- Photocopied documents have been give to the Administrative Assistant for scanning and uploading to TEAMS

Admin. Sign: Date: