

## Certificate Issue Request Form

*Please ensure to fill this form correctly and pay all outstanding tuition fees. Incorrect or incomplete forms will result in delays or rejections.*

<b>Title: Mr / Ms / Miss / Mrs</b>	<b>Student Name (Print):</b>	
<b>Student Number:</b>	<b>Group:</b>	
<b>Phone:</b>	<b>Email:</b>	<b>Date:</b>
<b>Qualification Code:</b>	<b>Qualification Name:</b>	
<b>Course Start Date:</b>	<b>Course End Date:</b>	
<b>Please choose one of the following:</b>		
<p>I declare that I have completed all program requirements in my enrolled course, have paid all due tuition fees and would like the Institute to issue me with a Testamur and Statement of Results (SOR).</p> <ul style="list-style-type: none"> <li>• <input type="checkbox"/> I would like my Awards posted to me. Postal Address: _____</li> <li>• <input type="checkbox"/> I would like to pick up my Awards from the Institute</li> <li>• <input type="checkbox"/> I would like my Awards presented to me at Graduation</li> </ul> <p>Student Signature: _____</p>		
<b>Office use only.</b>		
<b>Step 1: Campus Manager and Principal Executive Officer</b>		
We hereby certify that this student has met all program requirements to justify the issuance of this award. Academic records supporting these statements have been compiled in accordance with Australian Qualifications Framework requirements.		
Qualification Code: _____	Qualification Name: _____	
Course Start Date: _____	Course End Date: _____	
Director of Studies: _____	PEO: _____	
<b>Step 2: Finance Department</b>		
Circle appropriate: NO FEES DUE – <b>PROCESS REQUEST</b> / FEES DUE – <b><u>DO NOT</u> PROCESS REQUEST</b>		
Amount Due: _____	Account Officer: _____	Date: _____
<b>Step 3: Approved</b>		
<b>Campus Manager Signature:</b> _____		<b>Date:</b> _____
<b>Comments:</b> _____ _____		
<b>Collected By (Student Signature):</b>		<b>Date:</b>