

## Statement of Attainment 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>			
I declare that I have paid all due tuition fees and would like the Institute to issue me with a Statement of Attainment (SOA) and Statement of Results (SOR) for the unit(s) of competency I have completed.			
<ul style="list-style-type: none"> <li>• <input type="checkbox"/> I would like my SOA and SOR posted to me. Postal Address: _____</li> <li>• <input type="checkbox"/> I would like to pick up my SOA and SOR from the Institute</li> </ul>			
Student Signature: _____			
<b>Office use only.</b>			
<b>Step 1: Campus Manager and Principal Executive Officer</b>			
We hereby certify that this student has partially completed the below listed qualification and has completed the named unit(s) of competency. 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: _____	
Unit(s) of Competency (Name and Code): _____			
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: _____		Finance Staff Member: _____	
Date: _____			
<b>Step 3: Approved</b>			
<b>Principal Executive Officer Signature:</b> _____		<b>Date:</b> _____	
<b>Comments:</b> _____			
_____			
<b>Collected By (Student Signature):</b> _____			<b>Date:</b> _____