

## Document Request Form

Please ensure to fill this form correctly. Incorrect or incomplete forms will result in delays or rejections.

<b>Title: Mr / Ms / Miss / Mrs</b>	<b>Student Name:</b>		
<b>Student Number:</b>	<b>Phone:</b>		
<b>Course Title:</b>	<b>Email:</b>		
<b>Group:</b>	<b>Date:</b>		
<b>I require the following from Sydney Metro College: (Please tick the appropriate box).</b>			
<input type="checkbox"/> Current Attendance Report	<input type="checkbox"/> Enrolment/Reference Letter	<input type="checkbox"/> Course Completion Letter	
<input type="checkbox"/> Interim Statement of Results	<input type="checkbox"/> Term Break Confirmation Letter	<input type="checkbox"/> Fees Invoice	
Other (Please Specify)			
_____			
_____			
_____			
_____			
<b>How will you collect your documents?</b>			
<input type="checkbox"/> I will personally collect the document(s) from Sydney Metro College's Student Services Department.			
Day of the week: _____ Date: _____			
<input type="checkbox"/> I would like the documents posted to the following address:			
Postal Address: _____ Post Code: _____			
<b>Student Declaration:</b> I understand that it will take up to 5 working days for Sydney Metro College to process my request from their receipt of this completed form.			
<b>Student Signature:</b>			<b>Date:</b>
<b>Please sign on collection.</b>			
<b>Collected By:</b>			<b>Date:</b>
<b>Office use only.</b>			
<b>Application Received By</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Action Taken By</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>