

STUDENT APPLICATION FOR REQUEST OF INFORMATION

YOUR DETAILS

Student Number:

Group No:

Course Enrolled in:

Given/First Name:

Family Name:

Address (Where notification of outcome will be sent)

State:

Post Code:

Email:

Contact Phone:

Mobile:

COURSE CODE:

COURSE NAME:

REASON FOR INFORMATION (You may choose to tick more than one reason)

- Attendance Report
- Academic Progress Report
- Statement of Result
- Completion Letter
- Others (Specify)

Same day issuing required Yes No

Please note the following

- It take approx. 4 working days to produce most documents
- Your payments must be up-to-date in order for your request to be processed
- A processing charge of \$25 applies to student not currently enrolled at CAC
- A processing charge of \$50 applies for same day certificate issue

Student Signature: _____

Date: _____

OFFICE USE ONLY: Please ensure this form is signed by all listed departments

	:No - Outstanding fees		
	:Yes - Outstanding fees of \$_____ must be cleared		
1. Finance Dept.	: \$50 Express Issuing Fee (for same-day issuing)	Paid	N/A
	: \$20 Processing Fee (for non-current students)	Paid	N/A (Current Student)
2. Admin. Dept.	: <input type="checkbox"/> Issued and recorded on RTO Manager		