



Qualification Issue Request Form

Student's Personal Details:			
Full Name:			
Student ID:		DOB:	
Phone No:			
Email:			
Address:			

Please tick the type of document being requested:	
<input type="checkbox"/> Full Qualification	<input type="checkbox"/> Statement of Result
<input type="checkbox"/> Statement of Attainment	<input type="checkbox"/> Reissue Qualification/Statement of Attainment (note a charge of \$200 applies)
<input type="checkbox"/> Participation Letter (English only)	<input type="checkbox"/> Interim Result – Course Progress

Please tick the course for which the request being made.	
Course name and Code	Please tick.
SIT50416 Diploma of Hospitality Management	
SIT50422 Diploma of Hospitality Management	
SIT30816 Certificate III in commercial Cookery	
SIT30821 Certificate III in commercial Cookery	
SIT40416 Certificate IV in Commercial Cookery	
SIT40521 Certificate IV in Kitchen Management	
SIT60316 Advanced Diploma of Hospitality Management	
SIT60322 Advanced Diploma of Hospitality Management	
AUR30620 Certificate III in Light Vehicle Mechanical Technology	
AUR40216 Certificate IV in Automotive Mechanical Diagnosis	
AUR50116 Diploma of Automotive Management	
BSB51918 Diploma of Leadership and Management	
BSB51920 Diploma of Leadership and Management	
BSB61015 Advanced Diploma of Leadership and Management	
BSB61020 Advanced Diploma of Leadership and Management	
076327D General English	
076326E English for Academic Purpose	

All fees must be paid before a certificate will be issued and student must have valid USI.

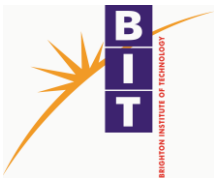
Student Signature: _____ **Date Collected:** _____

Note: Please be advised that the qualification will be issued within 30 calendar days of the student's final assessment being completed, providing all fees have been paid.

Certificate Collection Authorisation

I, _____ authorise _____ to collect my certificate on my behalf.

Certificate collection date: _____ **Collecting Student's Signature** _____



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Office use only, please note no qualification is to be handed to a student unless all are signed and dated.

Student has filled in the form correctly and signed where needed		Date:	
USI Verified		Date:	
Academic File Complete: (All results checked and are correct)		Date:	
Finance clearance – All dues paid:		Date:	
Issued by:		Date:	
Date of issue			