

## 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 Number:</b>	
<b>Student Name:</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 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: Student Services Department</b>			
Circle appropriate:    Student's USI has been validated / Competent in all units / Other (complete comment section)			
<b>Step 2: Finance Department</b>			
Tick appropriate: <input type="checkbox"/> No Fees Due <input type="checkbox"/> Fees Due			
Amount Due: _____ Account Officer: _____ Date: _____			
<b>Step 3: Approved (Academic 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: _____	
<b>Academic Manager Signature:</b> _____		<b>Date:</b> _____	
<b>PEO Signature:</b> _____		<b>Date:</b> _____	
<b>Comments:</b>			
<b>Collected By (Student Signature):</b>			<b>Date:</b>