

CERTIFICATION ISSUE REQUEST FORM

Student Details			
Student Name			
Student ID		Date of Birth	
Email		Contact Number	
Address			

Please tick the document being requested		
<input type="checkbox"/>	Full Qualification / Testamur	Only issued to students who have successfully completed all course requirements
<input type="checkbox"/>	Record of Result / Transcript	Only issued to students who have successfully completed all course requirements
<input type="checkbox"/>	Completion Letter	Only issued to students who have successfully completed all course requirements
<input type="checkbox"/>	Statement of Attainment / Partial Completion	Issued to students who have partial completion and have NOT completed all course requirements
<input type="checkbox"/>	Re-Issue Full Qualification / Testamur	Only re-issued to students who have successfully completed all course requirements
<input type="checkbox"/>	Re-Issue Record of Result / Transcript	Only re-issued to students who have successfully completed all course requirements
<input type="checkbox"/>	Re-Issue Completion Letter	Only re-issued to students who have successfully completed all course requirements
<input type="checkbox"/>	Re-Issue Statement of Attainment	Re-issued to students who have partial completion and have NOT completed all course requirements

Please approach the Administration Department (with this form) for finance approval prior to submission of the request

Course Code – Course Title	Please Tick
SIT30821 Certificate III in Commercial Cookery	<input type="checkbox"/>
SIT40521 Certificate IV in Kitchen Management	<input type="checkbox"/>
SIT50422 Diploma of Hospitality Management	<input type="checkbox"/>
BSB50420 Diploma of Leadership and Management	<input type="checkbox"/>
BSB60420 Advanced Diploma of Leadership and Management	<input type="checkbox"/>
BSB80120 Graduate Diploma of Management (Learning)	<input type="checkbox"/>

Note: Please be advised that the qualification will be issued within 30 calendar days of the student’s final assessment being completed or they are exiting their course, provided all fees have been paid.

Student acknowledgement of lodgment of request			
Student Signature		Date	
Student acknowledgement on receipt of requested document			
Student Signature		Date	

For Office Use Only

Please note no qualification is to be handed to a student unless all the below are signed and dated.

Student has filled in the form correctly and signed where needed	Name:	Date	
	Signature:		
Academic Approval: (all results checked and are correct)	Name:	Date	
	Signature:		
Finance Approval	Name:	Date	
	Signature:		
Student's USI has been verified	Name:	Date	
	Signature:		
Students' personal details in the Student Management System are correct	Name:	Date	
	Signature:		
All course/unit details are correct	Name:	Date	
	Signature:		
Certificate Issuance Checklist has been filled in	Name:	Date	
	Signature:		
Student has signed this form as an acknowledgement of receiving qualification	Name:	Date	
	Signature:		
Issued by	Name:	Date	
	Signature:		