



# Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

Tel: (+61 2) 8061 6980

www.magill.edu.au

## DOCUMENT REQUEST FORM

1. Please complete your personal details, read the notes, sign the form and return it to the Administration Office.
2. Please see Administration Staff if you have any questions or need advice on what document(s) you may require.
3. Please allow up to **10 WORKING DAYS** from the completion date of your course to issue a qualification or Statement of Attainment.
4. A charge of **A\$50** will be applied for **URGENT** processing.

				<b>Student No</b>				
<b>Family Name</b>				<b>Given Name</b>				
<b>ADDRESS IN AUSTRALIA</b>	<b>Street Address</b>							
	<b>Suburb</b>				<b>State and Postcode</b>			
	<b>Tel/Mobile Number</b>				<b>Email</b>			
<b>ADDRESS OVERSEAS</b>	<b>Street Address</b>							
	<b>Suburb</b>				<b>Postcode</b>			
	<b>Residential Address in Ethnic Script</b>				<b>State / Province</b>			
	<b>Mobile Number</b>		(country code: )		<b>Phone Number</b>		(country code: ) (area code: )	
	<b>Email</b> (If it is different from above)							
<b>Course</b> (Please tick <input checked="" type="checkbox"/> ):		<input type="checkbox"/> BSB40215 Certificate IV in Business			<input type="checkbox"/> BSB42415 Certificate IV in Marketing and Communication			
		<input type="checkbox"/> BSB50215 Diploma of Business			<input type="checkbox"/> BSB52415 Diploma of Marketing and Communication			
		<input type="checkbox"/> BSB60215 Advanced Diploma of Business			<input type="checkbox"/> BSB61315 Advanced Diploma of Marketing and Communication			
		<input type="checkbox"/> BSB40920 Certificate IV in Project Management Practice			<input type="checkbox"/> Other			
		<input type="checkbox"/> BSB50820 Diploma of Project Management						
		<input type="checkbox"/> BSB60720 Advanced Diploma of Program Management						
<b>Document(s) Requested</b> (Please tick <input checked="" type="checkbox"/> ):								
<b>Qualification</b>		<input type="checkbox"/> Reissue due to misplacement			<input type="checkbox"/> Third party pick up authorisation			
		<input type="checkbox"/> Certified copy of qualification to apply for further education or employment						
<b>Letters</b>		<input type="checkbox"/> Enrolment Confirmation Letter			<input type="checkbox"/> Completion Letter			
		<input type="checkbox"/> Enrolment Confirmation Letter with completion percentage						
<b>Transcripts</b>		<input type="checkbox"/> Statement of Attainment			<input type="checkbox"/> Interim Transcript (current students only)			
<b>Transfer to Other Institute</b>		<input type="checkbox"/> Request to be released ( <i>please attach a letter of offer from other provider</i> )						
		Reasons for transfer request: _____						
<input type="checkbox"/> <b>Early Termination</b> -Your COE(s) will be cancelled.		<input type="checkbox"/> Going back to my country permanently (please attach travel itinerary) on ____ / ____ / ____						
		and my last day of study at Magill will be ____ / ____ / ____						
		<input type="checkbox"/> Other reasons: _____						
<input type="checkbox"/> <b>Other</b> (please describe your request)								
<b>Student Signature:</b>				<b>Date:</b>				

### OFFICE USE ONLY

APPROVED

NOT APPROVED

IN PENDING

**COMMENT:**

Student is currently meeting all course requirements

Student is not currently meeting all course requirements

**SIGNATURE OF AUTHORISED PERSON:**

**DATE:**