



# 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

- Please complete your personal details, read the notes, sign the form and return it to the Administration Office.
- Please see Administration Staff if you have any questions or need advice on what document(s) you may require.
- Please allow up to **10 WORKING DAYS** from the completion date of your course to issue a qualification or Statement of Attainment.
- 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 (if it is different from above)</b>								
<b>Course</b> (Please tick <input checked="" type="checkbox"/> ):		<input type="checkbox"/> BSB42415 Certificate IV in Marketing and Communication		<input type="checkbox"/> BSB40920 Certificate IV in Project Management Practice					
		<input type="checkbox"/> BSB52415 Diploma of Marketing and Communication		<input type="checkbox"/> BSB50820 Diploma of Project Management					
		<input type="checkbox"/> BSB61315 Advanced Diploma of Marketing and Communication		<input type="checkbox"/> BSB60720 Advanced Diploma of Program Management					
		<input type="checkbox"/> BSB40820 Certificate IV in Marketing and Communication							
		<input type="checkbox"/> BSB50620 Diploma of Marketing and Communication							
		<input type="checkbox"/> BSB60520 Advanced Diploma of Marketing and Communication							
<b>Document(s) Requested (Please tick <input checked="" type="checkbox"/>):</b>									
<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"/> Enrolment Confirmation Letter with completion percentage					
		<input type="checkbox"/> Completion Letter		<input type="checkbox"/> Enrolment Confirmation Letter with attendance 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:**