

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. Please refer to the Other Fees for a list of all applicable costs on our website or at Student Services reception.

			Student No		
Family Name				Given Name	
ADDRESS IN AUSTRALIA	Street Address				
	Suburb		State and Postcode		
	Tel/Mobile Number		Email		
ADDRESS OVERSEAS	Street Address				
	Suburb		Postcode	State / Province	
	Country				
	Residential Address in Ethnic Script				
Email (if different from above)		Tel/Mobile Number		(country code:)	
Course (Please tick <input checked="" type="checkbox"/>):		<input type="checkbox"/> BSB40820 Certificate IV in Marketing and Communication		<input type="checkbox"/> BSB40920 Certificate IV in Project Management Practice	
		<input type="checkbox"/> BSB50620 Diploma of Marketing and Communication		<input type="checkbox"/> BSB50820 Diploma of Project Management	
		<input type="checkbox"/> BSB60520 Advanced Diploma of Marketing and Communication		<input type="checkbox"/> BSB60720 Advanced Diploma of Program Management	
		<input type="checkbox"/> General English		<input type="checkbox"/> Other: _____	
Document(s) Requested (Please tick <input checked="" type="checkbox"/>):					
Qualification	<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				
Letters	<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		
Transcripts	<input type="checkbox"/> Statement of Attainment		<input type="checkbox"/> Interim Transcript (current students only)		
Documents	<input type="checkbox"/> Confirmation of Enrolment (CoE) Record		<input type="checkbox"/> Student File Record		
	<input type="checkbox"/> Course Fees Invoice		<input type="checkbox"/> Reissuance of Student Card		
<input type="checkbox"/> Other (please describe your request)					
Method of Collection (Please tick <input checked="" type="checkbox"/>):					
<input type="checkbox"/> Campus Pick Up (must present ID)		<input type="checkbox"/> E-mail		<input type="checkbox"/> Postage (fees may apply)	
Student Signature:			Date:		
OFFICE USE ONLY					
<input type="checkbox"/> APPROVED		<input type="checkbox"/> NOT APPROVED		<input type="checkbox"/> IN PENDING	
COMMENT:	<input type="checkbox"/> Student is currently meeting all course requirements		<input type="checkbox"/> Student is not currently meeting all course requirements		
SIGNATURE OF AUTHORISED PERSON:			DATE:		

Magill College Pty Ltd Trading as Magill College Sydney
 ABN: 67 090 050 990 CRICOS Provider Code: 01994M RTO No: 91367