



Advanced Education Australia Pty Ltd (AEA)
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Student Request Form

* Please note that all requests will be processed in 30 days

Personal Details			
Surname:		Date of birth: dd/mm/yyyy	
First name:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Student ID No: <input type="text"/>
Mobile No:		Email:	<input type="text"/>
Address:	<input type="text"/>		
Post code:	<input type="text"/>	State:	<input type="text"/>
Course:	<input type="text"/>		

I would like to request:
<input type="checkbox"/> Record of results <input type="checkbox"/> Testamur <input type="checkbox"/> Statement of Attainment <input type="checkbox"/> Change to class times <input type="checkbox"/> Confirmation of enrolment <input type="checkbox"/> Others (please specify)

Student Name	Student Signature	Date:
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OFFICE USE ONLY	
Received By: _____	
Staff signature: _____	
Date: _____	
Signature: _____	Date: _____

Department Check List	
<input type="checkbox"/> Student has paid the full course fee.	
<input type="checkbox"/> Student has completed units of competency	
<input type="checkbox"/> Student Academic Checklist has been completed	

Receiving Details	
I hereby declare that I have received the requested documents.	
Student Signature: _____	
Issuing Staff Signature: _____	Date: _____