



## Request for Documents

This form is used to request and re-issue of certificate and/or statement of attainment, completion letter, enrolment letter, holiday letter and other letters.

### 1. PERSONAL DETAILS

Student ID:		USI no:		Date of Birth:	
Family Name:		Given Name:			
Postal Address:		Town/City:	State:	Postcode:	
Mobile:		Email:			

#### Part A: REQUEST FOR CERTIFICATE, STATEMENT OF ATTAINMENT (SOA), COMPLETION LETTER

Please tick type of award and course that you are applying for:

Certificate	SOA	Completion letter	Course Code	Course name
			Non AQF	General English I
			Non AQF	General English II
			Non AQF	General English III
			Non AQF	General English IV
			Non AQF	General English V
			Non AQF	English for Academic Purposes I
			Non AQF	English for Academic Purposes II
			Non AQF	English for Academic Purposes III
			BSB42015	Certificate IV in Leadership and Management
			BSB40520	Certificate IV in Leadership and Management
			BSB51918	Diploma of Leadership and Management
			BSB50420	Diploma of Leadership and Management
			BSB61015	Advanced Diploma of Leadership and Management
			BSB60420	Advanced Diploma of Leadership and Management
			BSB41015	Certificate IV in Human Resources
			BSB40420	Certificate IV in Human Resource Management
			BSB50618	Diploma of Human Resources Management
			BSB50320	Diploma of Human Resource Management
			BSB80120	Graduate Diploma of Management (Learning)
			RII60520	Advanced Diploma of Civil Construction Design

#### Part B: REQUEST FOR OTHER LETTERS

Please tick type of letters that you are applying for:

Enrolment Letter       Holiday Letter       Other (Please specify) \_\_\_\_\_



## 2. STUDENT DECLARATION

### Part A:

- It is compulsory for students to provide a Unique student identifier (USI) - incomplete requests will be rejected.
- I understand and accept that the processing will take up to 10 –15 working days (as 5 working days from the date of my final assessment is required for marking purposes and data entry on to the student management system).
- All the archived documents and certificates will take up to 20 working days from the date of receiving the request for documents form.

*NB: You must attach supporting evidence for any 'URGENT' matters to be considered.*

### Part B:

I understand and accept that all other documents will take up to 3 working days from the date of receiving the request for documents form and supporting evidence must be provided for any 'URGENT' matters.

### Part C:

- I understand (for any request) that official documents will be issued provided all agreed fees owed to Melbourne Education Institute have been paid. I must show ID or authorise a proxy in writing to collect my documents.
- I understand that any request to deliver documents via registered post will incur a postage cost of \$20 (within Australia) or be subject to location (overseas postage) and is payable at time of application. Reissue fee of a Certificate, Record of Results or Statement of attainment will be \$150 and is non-refundable.

UPON REQUEST OF DOCUMENTS				UPON COLLECTION OF DOCUMENTS			
Student Signature:		Date:		Student Signature:		Date:	

OFFICE USE ONLY			
Application received by		Staff name:	Signature:
Academic Department Approval <i>* For Certificate, SOA &amp; Completion letter requests only</i>		Staff name:	Signature:
Finance Department Approval	<b>Outstanding fees</b> <input type="checkbox"/> Yes, \$ _____, paid <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No  <b>Re-issue fee paid</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Staff name:	Signature:
Application processed <i>Student file and SMS updated</i>		Staff name:	Signature: