

## STUDENT REQUEST FORM

The following form is to be completed by students wishing to lodge a request to Southern Cross Education Institute. The request may be related to the student's Course at Southern Cross Education Institute.

STUDENT DETAILS			
STUDENT ID:		STUDENT DATE OF BIRTH:	
FIRST NAME:			
FAMILY NAME:			
PHONE NO.:			
MOBILE NO.:			
E-MAIL:			
COURSE CODE & TITLE:			
TRAINER'S NAME:			

REQUEST DETAILS	
<input type="checkbox"/> LET25 CONFIRMATION OF STUDIES <input type="checkbox"/> LET24 COURSE COMPLETION LETTER <input type="checkbox"/> LET26 CONFIRMATION OF HOLIDAYS <input type="checkbox"/> LET28 MEETING COURSE REQUIREMENTS <input type="checkbox"/> LET52 PARENTS INVITATION LETTER <input type="checkbox"/> LET44 COMPLETION OF 51% <input type="checkbox"/> LET57 CONFIRMATION OF ENROLMENT – LOCAL STUDENTS <input type="checkbox"/> RE-ISSUE CERTIFICATE OF COMPLETION <input type="checkbox"/> RE-ISSUE STATEMENT OF ATTAINMENT <input type="checkbox"/> OTHERS (Please specify) _____	TRAINER'S SIGNATURE _____
_____ <b>STUDENT'S SIGNATURE</b>	_____ <b>DATE</b>
<b><u>IMPORTANT NOTICE</u></b>	
<ul style="list-style-type: none"> <li>This form <b>MUST</b> be submitted to the Reception in order to avoid loss or delay in processing of this Application.</li> <li>Ensure that all the supporting documents (if applicable) are attached with this application. Failure to do so may result in delay.</li> <li>Ensure that this application form and supporting documents that you are submitting are checked by the staff receiving your application.</li> </ul>	

## THIS PAGE IS FOR OFFICE USE ONLY

### STEP 1: RECEIVING APPLICATION

This section is to be completed by the **SCEI staff who is receiving** the application from the student.

- All required sections completed
  - Student details provided
  - Student signature
  - Supporting documents provided (if relevant)
- Staff Name \_\_\_\_\_
- Staff Signature \_\_\_\_\_
- Date \_\_\_\_\_

***Please forward this to the Administration Manager for assessment.***

### STEP 2: ASSESSMENT OF APPLICATION

This section is to be completed by the **Administration Manager and/or delegate** who is assessing the application.

- Application Approved
    - Student has been provided with the requested document
    - Copy of the requested document attached with this form
  - Application Rejected
    - Student notified in writing
    - Copy of written notification attached with this form
- Staff Name \_\_\_\_\_
- Staff Signature \_\_\_\_\_
- Date \_\_\_\_\_

### STEP 3: FILING

This section is to be completed by the **Administration Manager and/or delegate** who is filing this application and all supporting documents in the student's admin file.

- The application form has been completed by all parties.
  - All Supporting documents are attached with the application.
  - Copies of all written correspondence sent to the student are attached with the application.
- Staff Name \_\_\_\_\_
- Staff Signature \_\_\_\_\_
- Date \_\_\_\_\_

***Please file in the student admin file.***