

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 _____
_____ STUDENT'S SIGNATURE	_____ DATE
<u>IMPORTANT NOTICE</u>	
<ul style="list-style-type: none"> This form MUST be submitted to the Reception in order to avoid loss or delay in processing of this Application. Ensure that all the supporting documents (if applicable) are attached with this application. Failure to do so may result in delay. Ensure that this application form and supporting documents that you are submitting are checked by the staff receiving your application. 	

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.