

# CERTIFICATE/ DOCUMENT REQUEST FORM

Personal Details					
Family Name				Gender	M      F      X
Given Name				Date of Birth	
Student ID				Mobile	
Email					
Course Name					
Nature of Request/ Documents Required					
	Certificate				
	Statement of Attainment				
	Course completion letter				
	Enrolment letter				
	Holiday letter				
	Visa Extension letter				
	Re-issuance of student ID card (admin fee \$20)				
	Re-issuance of course certificates (admin fee \$50)				
	Invitation letter ( <i>Please provide full-name and date of birth of person/s being invited</i> )				
	Release letter/Cancelled COE				
	Other ( <i>Please specify</i> ):				
Student Acknowledgement					
<div>1. I understand that I will be contacted via my personal email once the certificate has been issued and it is my responsibility to collect it from Dalton College reception in a timely manner.</div> <div>2. I understand that if my application is unsuccessful (i.e. outstanding fees, existing NYC's) the process will be cancelled and re-submission of this form will be required. The two weeks processing time will recommence from the date of re-submission.</div>					
Student Signature:				Date:	
OFFICE USE ONLY					
Received by				Signature	Date
Certificate/Document Issuing Date:					
Document Checklist					
Student has paid the full course fees					
Student has completed all units of competency (Students hard copy to be checked)					
USI Verified					
<hr/>					
<b>Student Copy: To be filled by Dalton College Staff Only</b>					
<i>Please note: You must produce this slip to collect certificate/document</i>					
Student Name:		Student No:		Collect Date:	
Dalton College Staff signature:				Date:	