

### CERTIFICATE/DOCUMENT REQUEST FORM

**Personal Details:**

\*Please note that all request will be processed in two weeks' time.

Family Name:	Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Given Name:	Date of Birth:		
Student ID No:	Mobile:		
Email:			
I would like request:			
<input type="checkbox"/> Certificate:	<input type="checkbox"/> Personal records:		
<input type="checkbox"/> Statement of Attainment:	<input type="checkbox"/> Course Completion letter:		
<input type="checkbox"/> Others (please specify):			
<b>Course</b>			
<input type="checkbox"/> 22253VIC Certificate III in EAL (Access) <input type="checkbox"/> 22256VIC Certificate IV in EAL (Access) <input type="checkbox"/> BSB42015 Certificate IV in leadership and Management <input type="checkbox"/> BSB51915 Diploma of Leadership and Management <input type="checkbox"/> BSB50215 Diploma of Business <input type="checkbox"/> BSB60215 Advanced Diploma of Business			
Student Acknowledgement: 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. 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.			
Student Signature: _____			
Date: _____			
<b>OFFICE USE ONLY</b>			
Received by:			
Signature:			Date:
Certificate/Document issue date:			
Document Checklist			
<input type="checkbox"/> Student has paid the full course fees <input type="checkbox"/> Student has completed all units of competency (Students hard copy to be checked) <input type="checkbox"/> USI Verified			

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**Student Copy: - Only Dalton college Staff to fill in.**

Please note: You must produce this slip to collect certificate/document

Student Name: \_\_\_\_\_ Student No: \_\_\_\_\_

Certificate/ Document to be collected after: \_\_\_\_\_

Dalton College Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_