

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			
<ol style="list-style-type: none"> 1. <i>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.</i> 2. <i>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.</i> 			
Student Signature:			Date:
OFFICE USE ONLY			
Received by		Signature	Date
Certificate/Document Issuing Date:			
Document Checklist			
<p style="margin: 0;">Student has paid the full course fees</p> <p style="margin: 0;">Student has completed all units of competency (Students hard copy to be checked)</p> <p style="margin: 0;">USI Verified</p>			
<p><u>Student Copy: To be filled by Dalton College Staff Only</u></p> <p><i>Please note: You must produce this slip to collect certificate/document</i></p> <p>Student Name: _____ Student No: _____ Collect Date: _____</p> <p>Dalton College Staff signature: _____ Date: _____</p>			