



Educating for Excellence

Australian Ideal College

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Document Request Form

Please allow 5 working days for processing

PART A: STUDENT DETAILS					
Family Name		Given Names			
Student ID		Mobile		Email	
Residential Address					
PART B: COURSE DETAILS					
Course Names				Start date	_____
				Start date	_____
				Start date	_____
				Start date	_____
PART C: DOCUMENT REQUEST <i>(Please tick '✓' the box <input type="checkbox"/> below for the requested document)</i>					
I have completed or finished my course:					
Graduation Certificate		Completion Letter		Statement of Attainment	
\$30 for reissuing each Completion letter / each Statement of Attainment*				\$100 for reissuing each Qualification certificate*	
Evidence of enrolment or current progress:					
Academic Transcript		Confirmation of Enrolment		Attendance Report	
Other Letters (please specify) _____					
\$30 for issuing each Attendance letter / Academic transcript*		\$30 for reissuing Letter for confirmation of enrolment*			
I would like to obtain copies of my document(s) by:					
collecting in person		Email		registered post within Australia or overseas	
				\$100 for registered post within Australia to the address listed on this form* \$250 for registered overseas post to the address listed on this form*	
Declaration: I have read and understood the "Terms and Conditions of Enrolment" and I agree to pay the "Document Issuance Fees" along with the request. I have understood that my documents cannot be issued until I have paid all relevant charges and fees and have no other debts outstanding.					
Student's Signature _____			Date _____		

OFFICE USE ONLY:			
Form received by	<i>AIC staff's signature</i>	Date	
Charges paid and no other outstanding debt	Yes, _____ No \$ _____		
Decision by Administration Manager	Approved		Not Approved
	<i>Administration Manager</i>	Date	
Documents issued and sent to student by Posted TRN _____	<i>AIC staff's signature</i>	Date	

*Document Issuance Fees
 Document Request Form-V6.7_Last updated: Nov.2024