



Educating for Excellence

Australian Ideal College

RTO No.: 91679 | CRICOS Provider Code: 03053G
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Document Request Form

PART A: STUDENT DETAILS			
Family Name		Given Names	
Student ID		Mobile	
Address		Email	

PART B: COURSE DETAILS <i>(Please tick '✓' the box '☐' below for the course you request document.)</i>	
General English	Certificate III in Business Administration
English for Academic Purposes	Certificate IV in Business Administration
Certificate III in Accounts Administration	Diploma of Leadership and Management
Certificate IV in Accounting and Bookkeeping	Advanced Diploma of Leadership and Management
Diploma of Accountng	Diploma of Interpreting
Advanced Diploma of Accountng	Advanced Diploma of Translating

PART C: DOCUMENT REQUEST <i>(Please tick '✓' the box '☐' below for the requested document.)</i>	
Academic Transcript	Document Issuance Fees: \$30 for reissuing letter for confirmation of enrolment \$30 for issuing each attendance letter before course completion \$30 for issuing each academic transcript before course completion \$30 for reissuing completion letter \$30 for reissuing each attendance letter or transcript \$100 for reissuing each Qualification Certificate Note: please allow 5 working days for the request to be processed.
Attendance Report	
Confirmation of Enrolment	
Completion Letter	
Graduation Certificate	
Other Letters (please specify)	
Declaration: I declare that I have read and understood the "terms and conditions of enrolment", and agree to pay any fees incurred for the request.	
Student's Signature _____ Date _____	

OFFICE USE ONLY:			
Form received by	<i>AIC staff's signature</i>	Date	
Fees owing to AIC	\$ _____	Paid	Not Paid
Outcome		Approved	Refused
Comments			
Signature of Director of Studies	<i>Director of Studies's signature</i>	Date	
Documents issued and filed by	<i>AIC staff's signature</i>	Date	
Documents sent to student by email	<i>AIC staff's signature</i>	Date	
Notification via email sent to student to collect documents	<i>AIC staff's signature</i>	Date	
Diary on RTomanager system recorded by	<i>AIC staff's signature</i>	Date	