STUDENT REQUEST – ADMINISTRATION

THE ACADEMY OF INTERNATIONAL EDUCATION (AUSTRALIA)

Please submit this completed form to the Administration Officer (at a Reception desk or via email to admin@taie.edu.au)

STUDENT ID: _____ STUDENT NAME: _____

COURSE(S): _____

_____

ADDRESS (at time of course) : _____

SUBURB/CITY: _____ STATE: _____ POSTCODE: _____

MOBILE PHONE: _____

EMAIL: _____

REQUEST: Please tick (✓) your request and sign below

☐ **A.** Confirmation of Enrolment (Letter stating you study/studied at TAIE)

☐ **B.** Confirmation of Attendance (Letter stating your attendance rate at TAIE)

☐ **C.** Make an appointment to see staff member (eg: Training Manager): _____

☐ **D.** Replace my Student ID card (Cost: $10.00)

☐ **E.** Replace: (please tick and give details below)

    ☐ *My transcript ($20.00)* ☐ *My Testamur (Statement of Attainment/ Certificate or Diploma: $55.00)*

☐ **F.** Access to my file *(Fee of $0.30 per page per copy may apply)*

☐ **G.** Change of Address / Details Notification (if so; provide details in area below)

☐ **H.** Other, (Please complete)

_____

_____

_____

I have enclosed payment of $ _____.00 *(If Applicable)*

Student's Signature: _____ Date (DD/MM/YY): _____ / _____ / _____

YOUR REQUEST WILL TAKE UP TO 5 BUSINESS DAYS TO PROCESS

OFFICE USE ONLY:

Date received: _____ / _____ / _____ By RTO officer (signature) : _____

Process date: _____ / _____ / _____ Rec't # : _____