

Student Request Form

1. Personal Details <i>(fields marked with an * must be completed)</i>							
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
* Last Name:				* First name:			
* Student ID:				Date:			
2. Contact Details							
What is your current Residential Address?							
		Suburb:			Postcode:		
* What is your Mailing Address? (If same as above put as above)							
		Suburb:			Postcode:		
Mobile Number:			Email Address:				
Preferred Contact Method				<input type="checkbox"/> Phone	<input type="checkbox"/> Email	<input type="checkbox"/> Letter	
3. Request <i>(please tick one of the following)</i>							
<input type="checkbox"/> Holiday Letter <input type="checkbox"/> Enrolment Status Letter <input type="checkbox"/> Deferment Letter <input type="checkbox"/> Work Placement Confirmation Letter				<input type="checkbox"/> Release Letter <input type="checkbox"/> Request for Leave during Semester <input type="checkbox"/> Other (Please Specify) <hr/>			
4. Details of Request <i>(please provide details of your request in the space below)</i>							

All Student Request Forms are actioned within 10 working days; you will be notified of the outcome regarding your request.

Student's Signature: _____ Date: _____

5. OFFICE USE ONLY					
* Receiving Officer:			Position:		
<input type="checkbox"/> Request analysed with Registrar (if required)	Registrar's signature				Date
Further Notes (if required)					
Outcome	<input type="checkbox"/> Approved			<input type="checkbox"/> Not Approved	
<input type="checkbox"/> Scanned & Uploaded to Meshed					