



CERTIFICATION ISSUE REQUEST FORM

Student Details			
Student Name			
Student ID		Date of Birth	
Email		Contact Number	
Address			

Please tick the document being requested		
<input type="checkbox"/>	Full Qualification / Testamur	Only issued to students who have successfully completed all course requirements
<input type="checkbox"/>	Record of Result / Transcript	Only issued to students who have successfully completed all course requirements
<input type="checkbox"/>	Completion Letter	Only issued to students who have successfully completed all course requirements
<input type="checkbox"/>	Statement of Attainment / Partial Completion	Issued to students who have partial completion
<input type="checkbox"/>	Re-Issue Full Qualification / Testamur	Only issued to students who have successfully completed all course requirements
<input type="checkbox"/>	Re-Issue Record of Result / Transcript	Only issued to students who have successfully completed all course requirements
<input type="checkbox"/>	Re-Issue Completion Letter	Only issued to students who have successfully completed all course requirements
<input type="checkbox"/>	Re-Issue Statement of Attainment	Issued to students who have partial completion

Please approach the finance department (with this form) for approval prior to submission of the request

Course Code – Course Title	Please Tick
SIT30816 Certificate III in Commercial Cookery	<input type="checkbox"/>
SIT40516 Certificate IV in Commercial Cookery	<input type="checkbox"/>
SIT50416 Diploma of Hospitality Management	<input type="checkbox"/>
SIT60316 Advanced Diploma of Hospitality Management	<input type="checkbox"/>
BSB40520 Certificate IV in Leadership and Management	<input type="checkbox"/>
BSB50420 Diploma of Leadership and Management	<input type="checkbox"/>
BSB60420 Advanced Diploma of Leadership and Management	<input type="checkbox"/>
BSB80120 Graduate Diploma of Management (Learning)	<input type="checkbox"/>
SIT30821 Certificate III in Commercial Cookery	<input type="checkbox"/>
SIT40521 Certificate IV in Kitchen Management	<input type="checkbox"/>

Note: Please be advised that the qualification will be issued within 30 calendar days of the student's final assessment being completed or they are exiting their course, provided all fees have been paid.

Student Acknowledgement of lodgment of request			
Student Signature		Date	
Student Acknowledgement on receipt of requested document			
Student Signature		Date	



FOR OFFICE USE ONLY

Please note no qualification is to be handed to a student unless all the below are signed and dated.

Student has filled in the form correctly and signed where needed		Date	
Academic Approval: (all results checked and are correct)		Date	
Finance Approval		Date	
Student's USI has been verified		Date	
Students personal details in TEAMS are correct		Date	
All course/unit details are correct		Date	
Student has signed this form as an acknowledgement of receiving qualification		Date	
Issued by		Date	