



# DOCUMENT REQUEST FORM

## PART A: STUDENT DETAILS

Full name:			
Student ID:		Student USI:	
Signature: <i>(if it was requested by the student)</i>		Date:	

## PART B: DOCUMENT DETAILS

Document to be issued:	<b>Nationally Recognised Training</b>	<b>Non-Nationally Recognised Training</b>	
	<input type="checkbox"/> Qualification + Transcript of Results	<input type="checkbox"/> Letter of Completion	
	<input type="checkbox"/> Statement of Attainment	<input type="checkbox"/> Letter of Attendance	
	<input type="checkbox"/> Letter of Approved Leave	<input type="checkbox"/> Other, please describe: _____	
Course Name:			
Start date:		End date:	

## PART C: TRAINER DECLARATION

I declare that the information provided in this request form is true and accurate to the best of my knowledge. I understand that any false information may delay the processing of the request. By signing below, I'm also confirming that I'm aware that the administrative staff has 7 days to complete the request and that I have informed the student that all fees must be paid in full to receive the certificate/document.

Trainer:		Date requested:	
Signature:			

## PART D: AUTHORISATION BY ACCOUNTS MANAGER (OFFICE USE ONLY)

I confirm that the information is correct, the student is up to date with his/her tuition fees, and, being so, the certification can be issued.

Name:			
Status:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	IF denied, why?	
Signature:		Date:	



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## PART E: ISSUING BY STUDENT SUPPORT OFFICER (OFFICE USE ONLY)

Document issued by:		Position:	
Signature:		Date:	

Certificate + transcript sent:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:	
Letter sent:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:	
Archived:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:	

Please note: in the case of a student who has completed the course, DO NOT forget to remove his/her folder from the archive that stores documents from current students. You need to file it in the completed/finished student file or store them in the archive upstairs.

Certificate picked up:	<input type="checkbox"/> Yes	Date:	
Student signature:			

Attention: in the case of a student who comes to collect the printed version of the certificate, ask them to sign this field above, cut out and deliver the part below along with the certificate as proof that the document was delivered.



## GIC'S PROOF OF ACADEMIC DOCUMENT TAKEN

We (Gold Coast International College) confirm that this document is truthful and, in the case of Nationally Recognised Training, it is issued according to the requested requirements.

Document issued/taken:	<b>Nationally Recognised Training</b>	<b>Non-Nationally Recognised Training</b>	
	<input type="checkbox"/> Qualification + Transcript of Results	<input type="checkbox"/> Letter of Completion	
	<input type="checkbox"/> Statement of Attainment	<input type="checkbox"/> Letter of Attendance	
	<input type="checkbox"/> Letter of Approved Leave	<input type="checkbox"/> Other, please describe:	
Staff signature:		Date:	



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