

Student General Request Form

About this form

This form is to be utilised for Student General Request. Australian College of Technical Studies can support you if you have any request related to Academic Support, Extra Classes, Accommodation Support, Documents Request, Student ID Card, Certificate of Completion, and others etc.

Australian College of Technical Studies will only consider your request if your dues till the date is cleared, and you are meeting the criteria set for your request. Australian College of Technical Studies may ask you for relevant documents if required to support your request.

Applicant is required to fill this form and submit this form to the Student Support Officer with supporting documents. Administration Manager will review your request and may approve or cancel your request if it is not fulfilling the criteria. The Administration team of Australian College of Technical Studies will inform you the result of your request within 5-7 working days of your application.

Please note that there are certain requests where you will be charged with an extra charge which is mentioned in your Letter of Offer.

Student Details

Full Name	
Student ID	
Date of Birth	
Email	
Phone	
Address	
Course (s) Enrolled	
USI Number	

Student Request Type

<input type="checkbox"/> Academic Support (No Charge)
<input type="checkbox"/> Accommodation Support (Confirmation on request)
<input type="checkbox"/> Extra Classes (No charge)
<input type="checkbox"/> Enrolment Letter (No charge)
<input type="checkbox"/> Confirmation of Term Break (No charge)

<input type="checkbox"/> Statement of Attainment / Course Progress Letter (\$50)
<input type="checkbox"/> Fee Payment Letter (No Charge)
<input type="checkbox"/> Re-issuance of Certificate of Completion (\$200)
<input type="checkbox"/> Re-issuance of Student ID Card (\$20)
<input type="checkbox"/> Other Request(s):

Student Declaration	
<i>I declare that the documents and information I have provided is true and correct. I authorize Australian College of Technical Studies to verify my provided details with any party involved.</i>	
Student Signature:	Date:

Admin Use only			
I have verified the supporting documents	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Result of Application	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Signature of Admin Officer		Date of Approval	