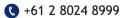
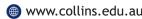


STUDENT DETAILS







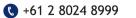
## **VET QUALIFICATION REQUEST FORM**

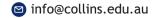
NOTE: Please show your Student ID card when collecting the document.

Student ID			Date of Birth						
Given Name			Family Name						
USI No.			Contact No.						
Email Address									
DO	CUMENT	(S) REQUEST							
DOCUMENT(S) REQUEST									
Please tick the document(s) you would like to receive.									
CERTIFICATE			STATEMENT OF ATTAINMENT						
	BSB40215	Certificate IV in Business		BSB40215	Certificate IV in Business				
	BSB51918	Diploma of Leadership and Management		BSB51918	Diploma of Leadership and Management				
			•						
OTHER DOCUMENTS									
	Letter of Cor			Completion Letter					
	Transcript of	f Competency Record		Interim Acad	cademic Transcript				
	Other (pleas								
DECLARATION - No document will be processed unless you sign for it.									
				Printed Name					
Signed:				D. t.					
				Date					

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## **VET QUALIFICATION REQUEST FORM**

OFFICE USE ONLY								
Tick and date the tasks as you complete them.								
STUDENT SERVICES OFFICER								
	Retrieve the Student Academic Folder and provide Academic Manager with it.							
	Check and verify USI							
	Comment:							
	Forward the form to Academic Manager	ate:						
ACA	DEMIC MANAGER							
	Cross-check the results in the Student Academic Folder, Moodle and RTOM							
	Comment:							
	Give the form back to SSO D	ate:						
STU	STUDENT SERVICES OFFICER							
	Check with the accounts if all the fees have been paid							
	Comment:							
	D	ate:						
STUDENT SERVICES OFFICER								
	Print the certificate/statement of attainment							
	Complete the 'Certificates Issued Log' or 'SoA Issued Log'							
	File a copy of the Certificate in 'Issued Certificates Folder'							
	Comment:							
	Give the form and the Certificate/Statement of Attainment to PEO D	ate:						
PRINCIPAL EXECUTIVE OFFICER								
	Sign the Certificate/Statement of Attainment							
	Comment:							
	Give the form and the Certificate/Statement of Attainment back to SSO D	ate:						

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