



Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

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DOCUMENT REQUEST FORM

- Please complete your personal details, read the notes, sign the form and return it to the Administration Office.
- Please see Administration Staff if you have any questions or need advice on what document(s) you may require.
- Please allow up to **10 WORKING DAYS** from the completion date of your course to issue a qualification or Statement of Attainment.
- A charge of **\$50** will be applied for **URGENT** processing.

| | | | |
|--|---|---|---|
| Student No: | | | |
| Family Name: | | Given Name: | |
| Tel/Mobile: | | Email: | |
| Address: (within Australia) | | | |
| Course (Please tick <input checked="" type="checkbox"/>): | <input type="checkbox"/> BSB30115 Certificate III in Business | | <input type="checkbox"/> OTHER |
| | <input type="checkbox"/> BSB40215 Certificate IV in Business | | |
| | <input type="checkbox"/> BSB50215 Diploma of Business | | |
| | <input type="checkbox"/> BSB60215 Advanced Diploma of Business | | |
| | <input type="checkbox"/> BSB42415 Certificate IV in Marketing and Communication | | |
| | <input type="checkbox"/> BSB52415 Diploma of Marketing and Communication | | |
| | <input type="checkbox"/> BSB61315 Advanced Diploma of Marketing and Communication | | |
| Document(s) Requested (Please tick <input checked="" type="checkbox"/>): | | | Please provide us with: |
| Qualification | | | N/A |
| <input type="checkbox"/> BSB30115 Certificate III in Business <input type="checkbox"/> BSB40215 Certificate IV in Business <input type="checkbox"/> BSB50215 Diploma of Business <input type="checkbox"/> BSB60215 Advanced Diploma of Business | | <input type="checkbox"/> BSB42415 Certificate IV in Marketing and Communication <input type="checkbox"/> BSB52415 Diploma of Marketing and Communication <input type="checkbox"/> BSB61315 Advanced Diploma of Marketing and Communication | |
| Letters | | | Request letter from Department of Home Affairs or other government agencies |
| <input type="checkbox"/> Confirmation of Enrolment <input type="checkbox"/> Completion Letter | | | |
| Transcripts | | | N/A |
| <input type="checkbox"/> Statement of Attainment <input type="checkbox"/> Interim Transcript (current students only) | | | |
| Transfer to other institute | | A copy of an offer letter from the University/College applied and a letter stating why you wish to be released from this College. | |
| <input type="checkbox"/> Request to be released | | | |
| <input type="checkbox"/> Early Termination -Your COE will be cancelled. Early Termination Date: ____ / ____ / ____ | | A letter stating why you wish to terminate your course and the course termination date. If you are going back to your country permanently, please provide us with travel itinerary and/or other supporting documents requested by the Administration Manager. | |
| <input type="checkbox"/> Refund Request (Please refer to our Student Refund and Cancellation Policy) | | A letter stating why you wish to apply for refund and other supporting document requested by the Administration Manager. | |
| <input type="checkbox"/> Other (please specify in comment section below) | | Copy of documentation evidence if applicable. | |
| Additional Comments: | | | |
| | | | |
| Student Signature: | | Date: | |

OFFICE USE ONLY

APPROVED

NOT APPROVED

IN PENDING

COMMENT:

SIGNATURE OF AUTHORISED PERSON:

DATE: