



Document Request Form

Please ensure to fill this form correctly. Incorrect or incomplete forms will result in delays or rejections.

| | |
|------------------------------------|----------------------|
| Title: Mr / Ms / Miss / Mrs | Student Name: |
| Student Number: | Phone: |
| Course Title: | Email: |
| Group: | Date: |

I require the following from Sydney City College of Management: (Please tick the appropriate box).

- Current Attendance Report
 Enrolment/Reference Letter
 Course Completion Letter
 Interim Statement of Results
 Term Break Confirmation Letter
 Fees Invoice

Other (Please Specify)

How will you collect your documents?

- I will personally collect the document(s) from Sydney City College of Management's Student Services Department.

Day of the week: _____ Date: _____

- I would like the documents posted to the following address:

Postal Address: _____ Post Code: _____

Student Declaration: I understand that it will take up to 5 working days for Sydney City College of Management to process my request from their receipt of this completed form.

| | |
|---------------------------|--------------|
| Student Signature: | Date: |
| Collected By: | Date: |

Office use only.

| | | | |
|--------------------------------|--------------|-------------------|--------------|
| Application Received By | Name: | Signature: | Date: |
| Action Taken By | Name: | Signature: | Date: |