



AUSTRALASIA
INTERNATIONAL SCHOOL

EST: 1973
RTO CODE: 6251 CRICOS: 02747G

DOCUMENT REQUEST FORM

This document is to be completed by the student when requesting a letter or a re-issue of a transcript as outlined below from Australasia International School (AIS). Please print clearly completing all fields and submit this form to Student Services. The document requested will be emailed to the student and originals can be collected by the student.

Student ID No. AIS _____

First name:	Family name:	
Address:	Suburb/Post code:	
Phone No:	Email:	
Course:	Start date: / /	End date: / /

Please tick which document you require:

- Confirmation of enrolment letter (confirms the course, start and end dates of your enrolment)
- Confirmation of attendance (confirms a student's percentage of attendance)
- Confirmation of completed units of study letter (confirms the units successfully completed)
- Release letter (confirms the student is no longer a student of AIS)
- Re-issue of a Qualification or Statement of Attainment (fees may apply)
- Other (please specify) _____

Student Declaration

I declare that the information supplied on this form is correct and complete. I authorise Australasia International School to update my student record where applicable with the information on this form. I understand the above request will be processed within 10 working days and will be emailed to me.

Student signature: _____

Date: _____

Office use:

Attendance rate:	Fees Paid:
Processed by:	Date: