



**AUSTRALASIA**  
INTERNATIONAL SCHOOL

EST: 1973  
RTO CODE: 6251 CRICOS: 02747G

## AIS DOCUMENT REQUEST FORM

This document is to be completed by the student. Please print clearly in a black or blue pen only. Submit this form to Student Services for processing.

Student ID: AIS \_\_\_\_\_

First name:			
Family name:			
Address:			
Suburb:			Postcode:
Email:			Phone No:
Start date:	/	/	End date: / /
	BSB41515- Certificate IV in Project Management Practice		HLT42015- Certificate IV in Massage Therapy
	BSB51415- Diploma of Project Management		HLT52015- Diploma of Remedial Massage
	BSB51915- Diploma of Leadership and Management		SHB30115- Certificate III in Beauty Services
	BSB51918- Diploma of Leadership and Management		SHB40115- Certificate IV in Beauty Therapy
	BSB61015- Advanced Diploma of Leadership and Management		SHB50115- Diploma of Beauty Therapy
	BSB61215- Advanced Diploma of Program Management		SHB50216- Diploma of Salon Management
	BSB61218- Advanced Diploma of Program Management		

Please tick which document you require, a standard \$50 fee may apply:

- Full Qualification
- Statement of Attainment (SOA)
- A College letter confirming your **enrolment** (noting course, start and finish dates)
- A College letter confirming **completed units** (noting course, start and finish dates)
- Release letter (confirms the student is no longer at AIS)
- Other (please specify): \_\_\_\_\_

Student Declaration	
<i>I declare that the information supplied on this form is true and correct. 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 or handed to me.</i>	
Student signature:	Date:

VET Academic Manager use:	
	Sign:
Processed by:	Date:
Admin Officer use:	
Fees Paid if applicable:	Letter sent:
Processed by:	Date: