



Student Document Request Form

Requests will not be processed if fees are overdue

This form is used by students who wish to make a request for their academic transcripts, letter of completion, etc. A minimum of two (2) working days notice is required.

Please submit this form in person to Student Services or electronically to: infor@aivt.com.au

STUDENTS DETAILS

Family name:		First Name:	
Student Number:		Date:	
Course Enrolled In:			
Email:		Mobile:	

DOCUMENT REQUEST (Please tick your request)

- Letter of Completion - \$50
- Transcript - \$85
- Confirmation Letter - \$50
- Final Academic Documents (for completed student) - \$50
- Reissue of Qualification - \$195
- Holiday Letter - \$50
- Other – contact us via email: info@aivt.edu.au

Please state reason for letter and/or reissue of qualification/transcript:

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Please deposit payment into the following account:

Bank name: Bank of Queensland Limited
 Account name: Australian Institute of Vocational Training
 BSB Number: 124102
 Account number: 22566935

OFFICE USE ONLY	
Received By:	
Amount Paid:	\$
Receipt No:	
Date:	
Processed By:	
Students File:	

I, acknowledge that all documentation and / or and information provided to AIVT is genuine, belongs to me and does not belong to any other students.

Student Signature: _____ Date: _____

