Student Request Form Do not use this form for Course Deferment Request, Course Change Request, Course withdrawal Request, Refund Request and Credit transfer/RPL request. Please use the respective forms for those requests.



| First Name | | | Last Name | Last Name | | | | | |
|---|-------|--|------------|------------------------|--|--|--|--|--|
| Current Course | | | | | | | | | |
| Date of Birth | | | Student ID | | | | | | |
| Section 1: TYPE OF REQUEST (PLEASE TICK) | | | | | | | | | |
| What is the reason for this Request? | | □ Course Progress Letter (Applicable when course is running) (GOT TO SECTION 2) | | | | | | | |
| | | □ Bonafide Letter (Proof of Enrolment) (GOT TO SECTION 2) | | | | | | | |
| | | □ Invitation letter □ for parents □ for Siblings (Brother/Sister) (GOT TO SECTION 3) | | | | | | | |
| | | | | | | | | | |
| | | Holiday letter (GOT TO SECTION 3) | | | | | | | |
| | | Extension of Enrolment (GOT TO SECTION 4) | | | | | | | |
| | | Re-enrolment (GOT TO SECTION 4) | | | | | | | |
| Section 2: REASON FOR LETTER – COURSE SPECIFIC | | | | | | | | | |
| | | For Immigration Purposes | | | | | | | |
| What is the reason you require this type of letter? | | □ Changing the Provider as per Standard 7 of NCP 2018 | | | | | | | |
| | | □ Other, please specify: | | | | | | | |
| | | □ Yes | | | | | | | |
| Has evidence been provided? | n | □ No | | | | | | | |
| - | | Not required | | | | | | | |
| Section 3: REA | SON F | OR LETTER – FAMILY SPECIFI | С | | | | | | |
| What is the reaso | | For Family Visit | | | | | | | |
| you require this type of letter? | | □ Visit family overseas | | | | | | | |
| | | Other, please specify Yes | | | | | | | |
| Has evidence been | | | | | | | | | |
| provided? | | Not required | | | | | | | |
| | | ON OF or RE-ENROLMENT REC | QUEST | | | | | | |
| What is the reason for the request to extend | | Compassionate / Medical Circumstances | | | | | | | |
| your enrolment | .cnu | □ Other, please specify | | | | | | | |
| | | □ Yes | | | | | | | |
| Has evidence been provided? | n | □ No | | | | | | | |
| provided: | | □ Not required | | | | | | | |
| Student Signature | | | Date | | | | | | |
| PAX Institute of Education CRICOS No: 03152D RTO No: 22207 www.pax.edu.au | | | | | | | | | |
| | | | | Email: info@pax.edu.au | | | | | |
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| OFFICE USE ONLY | | | | | | | |
|---|---------------|---------------|---------------------|------|--|------|--|
| Approved by Finance Department | □ Yes □ No | | Finance Officer | | | Date | |
| Approved by Academic Department | □ Yes □ No | | Academic Officer | | | Date | |
| Has the outcome been communicated to the student? | | □ Yes □ No | | Date | | | |
| Has WISENET been updated? | | | □ Yes □ No | | | Date | |
| Processing Officer | | Signatu | re | | | Date | |

| PAX Institute of Education Pty Ltd T/A PAX Institute of Education | CRICOS No: 03152D | RTO No: 22207 | www.pax.edu.au | | | |
|---|----------------------|----------------------|------------------------|--|--|--|
| Address: 16/190 Queen Street, Melbourne VIC 3000, Australia | Tel: +61 3 9041 3466 | Fax: +61 3 9041 3467 | Email: info@pax.edu.au | | | |
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