

# 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.

<b>First Name</b>		<b>Last Name</b>	
<b>Current Course</b>			
<b>Date of Birth</b>		<b>Student ID</b>	
<b>Section 1: TYPE OF REQUEST (PLEASE TICK)</b>			
<b>What is the reason for this Request?</b>	<input type="checkbox"/> Course Progress Letter (Applicable when course is running) <b>(GOT TO SECTION 2)</b> <input type="checkbox"/> Bonafide Letter (Proof of Enrolment) <b>(GOT TO SECTION 2)</b> <input type="checkbox"/> Invitation letter <input type="checkbox"/> for parents <input type="checkbox"/> for Siblings (Brother/Sister) <b>(GOT TO SECTION 3)</b> <input type="checkbox"/> Holiday letter <b>(GOT TO SECTION 3)</b> <input type="checkbox"/> Extension of Enrolment <b>(GOT TO SECTION 4)</b> <input type="checkbox"/> Re-enrolment <b>(GOT TO SECTION 4)</b>		
<b>Section 2: REASON FOR LETTER – COURSE SPECIFIC</b>			
<b>What is the reason you require this type of letter?</b>	<input type="checkbox"/> For Immigration Purposes <input type="checkbox"/> Changing the Provider as per Standard 7 of NCP 2018 <input type="checkbox"/> Other, please specify:		
<b>Has evidence been provided?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required		
<b>Section 3: REASON FOR LETTER – FAMILY SPECIFIC</b>			
<b>What is the reason you require this type of letter?</b>	<input type="checkbox"/> For Family Visit <input type="checkbox"/> Visit family overseas <input type="checkbox"/> Other, please specify		
<b>Has evidence been provided?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required		
<b>Section 4: EXTENSION OF or RE-ENROLMENT REQUEST</b>			
<b>What is the reason for the request to extend your enrolment</b>	<input type="checkbox"/> Compassionate / Medical Circumstances <input type="checkbox"/> Other, please specify		
<b>Has evidence been provided?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required		
<b>Student Signature</b>		<b>Date</b>	

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### OFFICE USE ONLY

<b>Approved by Finance Department</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Finance Officer</b>		<b>Date</b>	
<b>Approved by Academic Department</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Academic Officer</b>		<b>Date</b>	
<b>Has the outcome been communicated to the student?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Date</b>	
<b>Has WISENET been updated?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Date</b>	
<b>Processing Officer</b>		<b>Signature</b>		<b>Date</b>	