

REQUEST FOR DOCUMENTS

INTERNATIONAL STUDENT [] DOMESTIC STUDENT []

STUDENT DETAILS

Student ID Number: [] USI no. [] Date of Birth: [] - [] - []
Family Name: [] Given Name: []

COURSE DETAILS

Course Code: [] Course Name: []

REQUEST FOR OFFICIAL DOCUMENT(S)

Please tick appropriate box(es)

Form with checkboxes for Certificate II & Record of Results, Certificate III & Record of Results, Certificate VI & Record of Results, Diploma & Record of Results, Statement of Attainment, Percentage of study letter, Confirmation of study letter, Other (please specify), Invitation letter, Name of invitee 1, Relationship, Name of invitee 2, Relationship, Name of invitee 3, Relationship.

*For these documents - it is compulsory for students to attach their training plan and supply their personal identifier (USI) - incomplete requests will be rejected.
1 For these documents, the date recorded for the final satisfactory assessment of the course will be the actual completion date of the qualification.

STUDENT DECLARATION

PART A: Are you requesting a Certificate & Record of Results; or Statement of Attainment; Or Interim Record of Results? Yes, What is the end date of your final unit of competency? DD/MM/YYYY No, Refer Part B

*I understand and accept that the processing will take up to 10-15 working days (as 5 working days from the date of my final assessment is required for marking purposes and data entry on to the student management system). NB: You must attach supporting evidence for any 'URGENT' matters to be considered.

PART B: I understand and accept that:
All other documents will take up to 3 working days from the date of receiving the request for documents form and supporting evidence must be provided for any 'URGENT' matters.
All the archived documents and certificates will take up to 20 working days from the date of receiving the request for documents form.

PART C: I also understand (for any request) that:
Official documents will be issued provided all agreed fees owed to Baxter have been paid. I must show ID or authorise a proxy in writing to collect my documents.
Any request to deliver documents via registered post will incur a postage cost of \$20 (within Australia) or be subject to location (overseas postage) and is payable at time of application. Replacement cost of a Certificate, Record of Results or Statement of attainment will be \$30.
International students, in the case of early completion eCOEs with Baxter Institute will be reported via PRISMS within 31 days from the course completion date.

Student Signature: [] Date: DD/MM/YYYY

UPON COLLECTION OF DOCUMENTS

Student Signature: [] Date: DD/MM/YYYY Given by: []

FOR OFFICE USE ONLY

Date of Submission: DD/MM/YYYY Administrator Name: [] Signature: []
1 Student Support Officer Approval: [] Date: DD/MM/YYYY
2 Finance Department Update by: [] Date: DD/MM/YYYY
Verification done by: [] Date: DD/MM/YYYY
Update data that student has completed: [] Cert II [] Cert III [] Cert IV [] Diploma

DEADLINE FOR DOCS: [] AMOUNT TO PAY: []

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