

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)

<input type="checkbox"/> Certificate II & Record of Results* ¹	<input type="checkbox"/> Invitation letter
<input type="checkbox"/> Certificate III & Record of Results* ¹	Name of invitee 1: <input type="text"/>
<input type="checkbox"/> Certificate IV & Record of Results* ¹	Relationship: <input type="text"/>
<input type="checkbox"/> Diploma & Record of Results* ¹	Name of invitee 2: <input type="text"/>
<input type="checkbox"/> Statement of Attainment*	Relationship: <input type="text"/>
<input type="checkbox"/> Percentage of study letter*	Name of invitee 3: <input type="text"/>
<input type="checkbox"/> Confirmation of study letter	Relationship: <input type="text"/>
<input type="checkbox"/> Other (please specify) _____	

*For these documents - it is compulsory for students to attach their training plan and supply a Unique student identifier (USI) - incomplete requests will be rejected.
¹For 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
 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:

UPON COLLECTION OF DOCUMENTS

Student Signature: Date: Given by:

FOR OFFICE USE ONLY

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

DEADLINE FOR DOCS: **AMOUNT TO PAY:**

Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute
 Ph: (03) 9650 0367 Fax: (03) 9654 1049
 470 Bourke Street Melbourne Victoria 3000 Australia
 ABN 51 006 374 241 CRICOS Provider No: 02233M RTO: 7030
 Email: requestfordocs@baxter.vic.edu.au Website: www.baxter.vic.edu.au