



# STUDENT DOCUMENT REQUEST FORM

**REQUESTS WILL NOT BE PROCESSED IF FEES ARE OVERDUE**

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

## DOCUMENT REQUEST (Please tick your request)

### Current student

- Intermit Transcript - \$40
- Confirmation Letter
- Holiday Letter - \$40
- Registered post - \$30

### Completed students

- Final Academic Documents
- Confirmation Letter - \$40
- Reissue of Qualification/Transcript - \$100
- Registered post - \$30

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

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PLEASE ALLOW UP TO 5 WORKING DAYS FOR PROCESSING OF DOCUMENTS AND LETTERS. FOR FINAL DOCUMENTS, PLEASE ALLOW UP TO 5 WORKING DAYS AFTER YOUR FINAL RESULTS APPEAR ON THE STUDENT PORTAL.

**Note: All fees, including tuition must be up-to-date before requests will be processed.**  
The Academy will notify Department of Education - DIBP about student's course completion

### Please deposit payment into the following account:

Bank name: Westpac Banking Corporation  
 Account name: The Lan-Grove Office Training Centre Pty Ltd  
 Overseas Students Trust Account  
 BSB Number: 032007  
 Account Number: 563793

OFFICE USE ONLY	
Outstanding Fees Checked:	Yes <input type="checkbox"/> No <input type="checkbox"/> By:
Amount Paid:	\$
Receipt No:	
Student's File Updated:	Yes <input type="checkbox"/> No <input type="checkbox"/> By:
ACAS Updated:	Yes <input type="checkbox"/> No <input type="checkbox"/> By:
Prisms Updated (if applicable):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Tracking ID:	

### Please use page 2 for Comments: Comments:

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_