

Student Request Form



MELBOURNE TRADES COLLEGE

Please fill out form completing all sections. Allow respond within 7 working days of submission

Personal Details			
Student ID		Date of Application	
First Name:		Middle Name:	
Surname:		Date of Birth:	

Address:			
State/Province/Region:			
Country:		Post Code	

Request Type <i>(Please tick request type <input checked="" type="checkbox"/>)</i>	
<input type="checkbox"/>	Study support
<input type="checkbox"/>	Support and welfare-related services
<input type="checkbox"/>	Counselling, practical help or referral to other services
<input type="checkbox"/>	Class / Course transfer
<input type="checkbox"/>	Statement of attainment OR Testamur (qualification) OR Record of result
<input type="checkbox"/>	Other [please specify]

Please complete one the following if requesting Testamur / Statement of attainment.

<input type="checkbox"/>	Do you want to pick up your Testamur / Statement of attainment from reception or
<input type="checkbox"/>	Do you want Melbourne Trades College to send your Testamur / Statement of attainment by mail

Student declaration

I declare that the information supplied by me on this request form is accurate and that I have read and understood the information provided in this request form.

Student signature: _____

Date: _____

If Students require fees to be paid make your way to reception.

If a refund is required you will need a refund form located at reception.

Administration Use Only

Request approved

Request not approved

Approved by: _____ Signature: _____ Date: _____