M.S Aviation Pty Ltd T/A Australian School of Commerce RTO NO. 41089 I CRICOS NO.: 03489A

Melbourne Campus: Level 4, 123-129 Lonsdale Street Melbourne, Victoria 3000 Australia

Hobart Campus: Level 4, 18 Elizabeth Street, Hobart Tasmania 7000 Australia

Ph: 1300 781 194 I E: Info@asoc.edu.au I W: www.asoc.edu.au

ABN: 87 160 483 447



Student Records Request Form

Personal Details							
Student Full Name:				Student ID:			
Gender:	O Male () Female		Date of Birth:			
	0 Others						
Email Id:				Current Phone no:			
Current Address:							
Course Code and Course Name:							
Service requested TYPE OF REQUEST:							
Solvine requested 1112 of Amgo2511							
I would like to we great for.							
I would like to request for:							
O Testamur	O Record of Results						
O Statement of Attainment	O Completion letter						
O Letter of Academic Progress	O Re-Issue of Certificates and transcript*						
O Letter of Tuition Fee Paid			O Oth	ers; please specify			
O Letter of Invitation	Others, please specify						
* The cost for re-issuing the Qualification Certificate/transcript/Statement of Attainment is \$100.							
Note: Production of the certificate will be available for collection within 30 calendar days of receipt of the request form.							
Student Signature:				Date:			
Office Use only							
Received by:							
Academic Department Approval				Sign and date			
Name:							
Application Processed By:				Sign and date			
Name:							
		1			1		

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Application Checked By:	Sign and date	
Name:		
Finance Department Approval	Sign and date	
Name:		
Comments:		