

Student Request Form				Sr No. (Admin only)	
General Information <i>[Please fill in complete details]</i>					
Student Name					
Student ID					
Course					
Change of Personal Details <i>[Refer Section 1]</i>			<input type="checkbox"/>	Information Request <i>[Refer Section 2]</i>	
SECTION 1: Change of Details					
Current residential address				Postcode	
Contact Number					
Email address					
Emergency Contact Details					
Name					
Contact Number					
Email Address					
SECTION 2: Information Request					
Request Type	Tick	Request Type	Tick		
Progress Report	<input type="checkbox"/>	CoE (Copy or New)	<input type="checkbox"/>		
New Student Card	<input type="checkbox"/>	Completion Letter	<input type="checkbox"/>		
Confirmation of Enrolment Letter	<input type="checkbox"/>	Change of Personal details <i>[Include old details and new details in Request Details Section]</i>	<input type="checkbox"/>		
Extension Letter	<input type="checkbox"/>	Other <i>[Specify in Request Details Section]</i>	<input type="checkbox"/>		
Request Details Section					
Outcome of this request shall be communicated through Email or Phone.					
Processing time: 10 days <i>[Request will not be processed if there is any overdue tuition fee]</i>					
Student signature				Date	
OFFICE USE ONLY					
Received by				Date	
Proposed Actions Attached		<input type="checkbox"/>			
Proposed Action Communicated to student		Email <input type="checkbox"/>	Phone <input type="checkbox"/>	In person <input type="checkbox"/>	Date
Comments:					