

STUDENT APPLICATION FOR REQUEST OF INFORMATION

YOUR DETAILS

Student Number:

Group No:

Course Enrolled in:

Given/First Name:

Family Name:

Address (Where notification of outcome will be sent)

State:

Post Code:

Email:

Contact Phone:

Mobile:

COURSE CODE:

COURSE NAME:

REASON FOR INFORMATION (You may choose to tick more than one reason)

- ☐ Attendance Report
- ☐ Academic Progress Report
- ☐ Completion Letter
- ☐ Others (Specify)

Same day issuing required ☐ Yes ☐ No

Please note the following

- It take approx. 4 working days to produce most documents
- Your payments must be up-to-date in order for your request to be processed
- A processing charge of \$50 applies to student not currently enrolled at CAC
- A processing charge of \$50 applies for same day issuance

Student Signature: _____

Date: _____

OFFICE USE ONLY: Please ensure this form is signed by all listed departments

1. Finance Dept.	:No - Outstanding fees		
	:Yes - Outstanding fees of \$_____ must be cleared		
	: \$50 For same-day letter issuance	<input type="checkbox"/> Paid	<input type="checkbox"/> N/A
	: \$50 Processing Fee (for non-current students)	<input type="checkbox"/> Paid	<input type="checkbox"/> N/A (Current Student)
2. Admin. Dept.	: <input type="checkbox"/> Issued and recorded on the Student Management System		