

*Empowering knowledge for corporate excellence*

## Student Request Form

### STUDENT DETAILS

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Course Enrolled: \_\_\_\_\_

International Student Yes ☐ No ☐

Detailed explanation of request (You may wish to attach further documentation)

Please note: This form may be used for requests such as confirmation of enrolment letters, attendance statements, academic transcripts, or other non-regulated matters. It is not for requests that must follow regulated process:

- Deferment/Suspension/Cancellation of enrolment (must contact Student Services Officer)
- Enrolment Variation (course/subject change, study load)
- Formal Complaints & Appeals (use the Complaints & Appeal Form)

---

---

---

---

---

---

---

---

I have read and understood the notices on this form. I declare that all the information provided within is true and correct. By signing this form, I consent to AILFE contacting me electronically (email, SMS, student portal) regarding this request and to my information being used in line with AILFE's Privacy Policy.

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

Legal Guardian Signature (if student under 18) \_\_\_\_\_ Date \_\_\_\_\_

### IMPORTANT NOTICE

- The administration fee of this application is \$50. This fee is non-refundable.
- Ensure that all the supporting documents (if applicable) are attached with this application. An AILFE staff member will contact you to arrange an appointment or an email will be sent with requested information. Please allow a minimum of 5 working days for a reply
- Student must be aware of AILFE privacy policy which is available on AILFE website [www.ailfe.wa.edu.au](http://www.ailfe.wa.edu.au). AILFE may contact student via the registered email/phone about this request
- If you require assistance completing this form due to language, literacy, numeracy, or accessibility needs, please contact Student Services for support.

Type	Forms	Next Revision Date	19.12.2025	Document Owner	Student Services Manager
Version	1.7	Date Amended	19.12.2024	Original Issue Date	07.05.2014
Title	Student Request Form Australian Institute of Language and Further Education RTO: 41041 CRICOS: 03402B				
Printed copy is UNCONTROLLED COPY. Please check with the Compliance Manager for the latest version of this document.					Page 1 of 1

---

**OFFICE USE ONLY**

Received by \_\_\_\_\_ Date \_\_\_\_\_

Referred to \_\_\_\_\_ Date \_\_\_\_\_

**Action:**

- ☐ Admin fee \$50 paid and request recorded by Student services
- ☐ Request approved/Declined/Partially approved (give the reason underneath)
- ☐ Inform student via email
- ☐ Updated student's folder
- ☐ Updated student's file
- ☐ Request Finalized and recorded

**Remarks:**

---

---

---

---

---

---

---

Type	Forms	Next Revision Date	19.12.2025	Document Owner	Student Services Manager
Version	1.7	Date Amended	19.12.2024	Original Issue Date	07.05.2014
Title	Student Request Form Australian Institute of Language and Further Education RTO: 41041 CRICOS: 03402B				
Printed copy is UNCONTROLLED COPY. Please check with the Compliance Manager for the latest version of this document.					Page 1 of 1