

*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)

I have read and understood the notices on this form. I declare that all the information provided within is true and correct.

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

#### IMPORTANT NOTICE

- The administration fee of this application is \$50.
- 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.

### OFFICE USE ONLY

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

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

#### Action:

- Admin fee \$50 paid and request recorded by Student services
- Request approved
- Inform student via email
- Updated student's NAS folder
- Updated student's file
- Request Finalized and recorded

Remarks: \_\_\_\_\_

Type	Forms	Next Revision Date	31.07.2018	Document Owner	Student Services Manager
Version	1.5	Date Amended	04.10.2017	Original Issue Date	07.05.2014
Title	Student Request Form		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