



STUDENT REQUEST FORM – International & Domestic

Section A: Personal Details

Student ID		Date	
Surname		Given Name	
Address			
Suburb		State & Postcode	
Telephone Number		Email	

Terms and Conditions

1. I will comply with all laws and regulations of Australia, including all requirements for students.
2. I will provide the appropriate documentation when unable to attend my class.
3. I will be active and participate in all class activities and assessments.
4. I will show respect to students, colleagues, teachers and staff.
5. I will update ETEA of any changes with my current information.
6. I will be responsible for any action that causes harm or damage to students, colleagues, teachers, staff, equipment, furniture and/or property.
7. I agree that all late payments of fees will incur an interest charge.
8. I know that I have to pay the administrative fee to complete my request.
9. I agree that any request will take 10 working days to be processed after submission of this form.

Requests (Please tick) * Please refer to the administrative fee schedule available on the link below:
<https://www.etea.edu.au/ETEA-Administrative-Fees>

Re-Enrolment Fee	<input type="checkbox"/>	Re-issue Student Card	<input type="checkbox"/>	Re-issue CoE	<input type="checkbox"/>	Leave of Absence (Suspension)	<input type="checkbox"/>
Instalment Plan	<input type="checkbox"/>	Re-issue Final Certificate	<input type="checkbox"/>	Re-issue Statement of Attainment	<input type="checkbox"/>	Interim Academic Transcript	<input type="checkbox"/>
Certificate Postage	<input type="checkbox"/>	Change of Course	<input type="checkbox"/>	Review of Grade	<input type="checkbox"/>	Confirmation Letter (Holiday or Invitation letter)	<input type="checkbox"/>
RPL	<input type="checkbox"/>	Credit Transfer	<input type="checkbox"/>	Reassessment (3 rd submission)	<input type="checkbox"/>	Change of Campus	<input type="checkbox"/>

Comments/Reason

Declaration

I declare that all the information I have given above is correct and complete. I confirm that I have read all the terms and conditions and agree to abide by those rules and any subsequent amendments. If any information is false or has been withheld, I accept that this may cause cancellation of my enrolment and/or further consequences.

Student's Signature Date

Section B: Office Use Only

Received By Date

Administration Charge: \$ Fee Information: Paid Not Paid

Document Entered Date

Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.