



## DOCUMENT REQUEST FORM

SECTION A: STUDENT DETAILS			
Surname:			
Given Names:			
Date of Birth :			
Course Name:			
SECTION B: DOCUMENT REQUEST DETAILS			
I would like to request the following document/s:			
<input type="checkbox"/> Certificate	<input type="checkbox"/> Re-Issue (\$50.00)		
<input type="checkbox"/> Statement of Attainment	<input type="checkbox"/> Re-Issue (\$50.00)		
<input type="checkbox"/> Confirmation of Enrolment	<input type="checkbox"/> Re-Issue (\$50.00)		
<input type="checkbox"/> Reference Letter	<input type="checkbox"/> Re-Issue (\$50.00)		
<input type="checkbox"/> Others: please state:	<input type="checkbox"/> Re-Issue (\$50.00)		
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>			
Important Note:			
<input type="checkbox"/> The first issuance of document is after course/unit period e.g. completed or withdrawn.			
<input type="checkbox"/> The processing of document request is 10 working days from receipt.			
<input type="checkbox"/> Request will not be processed unless payment has been made.			
Please mail to:			
Payment Method:	<input type="checkbox"/> Bank Transfer - BSB# 032 272 / Acc# 162 368 <input type="checkbox"/> Credit Card -		
Amount: \$ _____	Card Number: _____	Expiry Date: _____	
<small>** Important Note: Please put your Full Name and Type of Payment on bank transfer description and send your transfer receipt to <a href="mailto:accounts@nswfdc.org.au">accounts@nswfdc.org.au</a></small>			
Signature:		Date:	
OFFICE USE ONLY:			
<b>Accounts</b>			
Checked by:		Payment Details:	
Approved by:		<input type="checkbox"/> Fully Paid	<input type="checkbox"/> Partial Payment
		<input type="checkbox"/> Balance _____	
<b>PEAK Training</b>			
Comments:			
Processed by:		Date Processed:	
Date Document Sent:	Date Document Received:		