

Elite Education Institute Pty Ltd trading as Elite Education Institute

ABN 65 162 298 580 CRICOS Provider Code:03390A
Sydney CBD Campus: Level 6, 8 Quay Street, Haymarket NSW 2000
Tel: +61 2 9211 4958
Website: www.ee.edu.au Email: admission@ee.edu.au



STUDENT DOCUMENTATION REQUEST FORM

Section A – Personal Details

Date: _____ Student Name: _____
Student ID _____ Studycourse: _____ DOB: _____
Email Address: _____
Contact Mobile Number: _____

Section B – Details CoE Variation

- | | |
|---|--|
| <input type="checkbox"/> Enrolment Certificate | <input type="checkbox"/> Statement of Attainment |
| <input type="checkbox"/> Statement of Academic Progress | <input type="checkbox"/> Study Break Certificate |

Please specify reason for request:

Student's signature: _____ Date: _____

PLEASE ALLOW 5 WORKING DAYS TO COMPLETE YOUR REQUEST.

NOTE: REQUEST WILL NOT BE PROCESSED IF A STUDENT HAS ACCUMMULATED OUTSTANDING FEES. PLEASE REFER TO THE INSTITUE'S TUITION FEES PAYMENT & REFUND POLICY.

Office Use only

Based on the academic records of the student in the system the proposed completion date is attainable if the student passes all subjects in the proposed timeframe.

Approved by: _____

Date: _____

Date Document has been submitted: _____

Document has been sent via (e.g. email): _____

If the request has been rejected, please specify the reasoning (e.g. outstanding fees): _____

Date student has been notified of rejection: _____