Canterbury Technical Institute

333 Adelaide Street, Brisbane, QLD 4000

CRICOS Code – 02938M / Provider Code – 31645

Student Request Form

Students Full Name: _____

Date of Birth: ___/___/_____ Student No. _____

Course attending: (*please select one from the following*)

- ○ ICP30205 – Certificate III in Printing and Graphic Arts (Graphic Pre-Press)
- ○ UEE30907 – Certificate III in Electronics & Communications
- ○ BSB50207 - Diploma of Business
- ○ BSB60207 - Advanced Diploma of Business

NOTE: A document processing fee of **$15/-** may apply*

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Request for: [Sub: _____]

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Student Signature *Date*

Document Processing Fee of $15 will apply for the following request

- *"Holiday approval" confirmation letter*
- *"Confirmation of Enrolment" letter*
- *Additional copies of "Statement of Attainment / Transcript / Qualification"*
- *Additional copies of ECoE's*
- *Replacement of Student ID card*

---------- **For Office Use** ----------

Request fee status: Paid ☐ Unpaid ☐ NA ☐

Approved ☐ ☐ Approved with conditions Declined ☐

Condition: _____

_____

Signature of processing authority: _____