

KENSINGTON INTERNATIONAL COLLEGE

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Document Request Form

Student Details			
First name:		Family name:	
Student ID:		Telephone:	
Current Address:			
Course Name			
Start Date:		End date:	

Request Details

- | | |
|--|--|
| <input type="checkbox"/> Enrolment Letter | <input type="checkbox"/> Final Certificate and transcript |
| <input type="checkbox"/> Statement of Attainment | <input type="checkbox"/> Letter - CoE extension |
| <input type="checkbox"/> Interim Transcript | <input type="checkbox"/> Release Letter |
| <input type="checkbox"/> % Completion Letter | <input type="checkbox"/> Re - issue of Certificate/Statement of Attainment |
| <input type="checkbox"/> Course Progress Letter | <input type="checkbox"/> Other (Please Explain Below) |
| <input type="checkbox"/> Holiday Confirmation Letter from __ / __ / __ to __ / __ / __ | |

Request Reason

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Student's signature:		Date:	
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Please Note:

- All requests will take approximately 14 working days from the day of submission to be processed.
- Administration fees of \$100 will be applied in case of priority service.
- Fees will apply for any request to re-issue certificate or transcript.

Office Use Only

Record updated:		Date:	
Update by:		Signature:	