

Request for Issuance of Academic Results

Attainment and Awards

Request for Issuance of Academic Results, Attainment and Awards			
Instructions for the Student: Complete the following section and submit the form to Student Support Officer (VET)			
Student Name		Student ID	
Course		Date Requested	
Documents Requested	<input type="checkbox"/>	Statement of Attainment	<input type="checkbox"/> Certificate/Diploma
	<input type="checkbox"/>	Completion Letter	<input type="checkbox"/> Letter of Enrolment

ADMIN use only (Please ensure that the following requirements are met for each of the document)			
FEE Clearance	Tr4in Right Accounts Signature		Date:
Statement of Attainment	<input type="checkbox"/>	Complete/End of Course	<input type="checkbox"/> Partial (As of last term)
	<input type="checkbox"/>	Signed results have been received from the trainer	
Completion Letter	<input type="checkbox"/>	The student is Competent, "C" in ALL THE UNITS and there is no "NC"	
Course Coordinator's Clearance	Course Coordinator's Signature		Date:
Award Certificate/Diploma	<input type="checkbox"/>	Student has signed off on the final results	
	<input type="checkbox"/>	Statement of Attainment and Completion Letter have been issued	
ACADEMIC Clearance	Academic Admin Signature		Date:
Student Satisfaction Survey (Overall)			
Did the student complete the Student Satisfaction Survey? <input type="checkbox"/> Yes <input type="checkbox"/> No			
ADMIN Clearance	ADMIN Signature		Date:

Request for Issuance of Academic Results

Attainment and Awards

ONLY the CEO or the Quality Assurance & Academics Manager can issue qualifications. Once checked, please submit this form to the CEO or the Quality Assurance & Academics Manager		
CEO's or Quality Assurance & Academics Manager Approval	Certificate/Diploma Number	
	Signature	
	Date Issued	

Student and Admin to Complete (at the time of Collection)			
Acknowledgement	Received	<input type="checkbox"/> Statement of Attainment	<input type="checkbox"/> Award Certificate/Diploma
		<input type="checkbox"/> Completion Letter	<input type="checkbox"/> Letter of Enrolment
Student Signature		Date:	documents collected
Admin Signature		Date:	documents issued