



Australian Skills Centre Pty Ltd t/as Austech Business Institute  
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## Request of Academic Document

### Student's Details

Student's ID: \_\_\_\_\_ D.O.B: \_\_\_\_\_  
Student's Name: \_\_\_\_\_ USI no: \_\_\_\_\_  
Course Enrolled: \_\_\_\_\_  
Email: \_\_\_\_\_  
Contact No. \_\_\_\_\_

### Administrative Fees and Charges

Interim Academic Transcript	\$100
Interim Attendance Letter	\$20
Re-issue of final documents	\$200

**Note: Please allow three (3) working days for processing.**

### Request Details:

<input type="checkbox"/> Transcript	<i>Interim/Final</i>	<input type="checkbox"/> Reference Letter
<input type="checkbox"/> Attendance Letter	<i>Interim/Final</i>	
<input type="checkbox"/> Completion Letter		<input type="checkbox"/> ACADEMIC PROGRESS SUMMARY SHEET
<input type="checkbox"/> Certificate		

### Office Use ONLY

Total Fees and Charges \_\_\_\_\_ Status: \_\_\_\_\_  
**Check:** Academic Attendance: \_\_\_\_\_ Assignments: \_\_\_\_\_  
Payment Financial: \_\_\_\_\_ Non-Financial: \_\_\_\_\_  
Comment: \_\_\_\_\_  
Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

Collected by student name: \_\_\_\_\_

Date Collected: \_\_\_\_\_