



**Document Request Form**

Student Details			
Student Name:		Student ID:	
Passport Details:	Country:	Passport No:	Date of Birth:
Contact Details in Australia			
Address			
Contact No:		Email Address	
Course Details:			
Course Name:		Intake Date	
Documents required (Please Tick)			
<input type="checkbox"/>	Completion letter	<p><b>Certificate Re-issuing Fee</b></p> <ul style="list-style-type: none"> <li>o A payment of <b>AUD\$60</b> will be charged for issuing another copy of Graduation Certificate and Transcripts. For other documents, please check with Student Services on payment details.</li> <li>o <b>Note*</b>: Please allow 5 working days for the request to be processed.</li> </ul> <p><b>Confidential Agreement</b></p> <ul style="list-style-type: none"> <li>o By signing this Form, I acknowledge that the training materials provided to me during training include but not limited to <i>Hard Copy Training Materials, Softcopy Training Materials on Moodle, Recordings, Reference Answers, PPTs, Mock Exam Materials, Final Test Materials, Various Form, Advertisements, SOA broadcasting</i>, etc. are all confidential information of Pollard English and copyright protected under relative <i>Australian and International Copyright Law</i>.</li> <li>o Any unauthorized usage of above mentioned materials including but not limited to taking photos, videos, and recordings without prior written agreement from Pollard English senior management are illegal and breach relative Australian laws and regulations, which will lead to legal actions.</li> <li>o SIIT all rights reserved.</li> <li>o To view the entire <b>Confidential Agreement</b>, please check with Pollard English Student Service Team.</li> </ul> <p><b>Student Signature:</b> _____ <b>Date:</b> _____</p>	
<input type="checkbox"/>	Official certificate		
<input type="checkbox"/>	Official transcript*		
<input type="checkbox"/>	Attendance letter		
<input type="checkbox"/>	Reference letter		
<input type="checkbox"/>	Enrolment Certificate		
<input type="checkbox"/>	Other letters (please specify)		
Office Use Only			
Received by:	(Pollard English Officer's Signature)	Date:	
Was a fee involved?			Yes No
Paid by the student?			Yes No
Approved?			Yes No
Reason:			
Was the student notified to collect the documents by letter or e-mail?			Yes No
Were the documents posted via Australia Post?			Yes No
Recorded request on the student management database?			Yes No
Signature		Date:	
Comments:			