

Student Request Form

Do not use this form for Course Deferment Request, Course Change Request, Course withdrawal Request, Refund Request and Credit transfer/RPL request. Please use the respective forms for those requests.

FirstName			Last Name		
Current Course					
Date of Birth			Student Id:		
Section 1: TYPE OF REQUEST (PLEASE TICK)					
What is the reason for this Request?	☐ Course Progress Letter (Applicable when course is running) (GOT TO SECTION 2) ☐ Bonafide Letter (Proof of Enrolment) (GOT TO SECTION 2) ☐ Invitation letter ☐ for parents ☐ for Siblings (Brother/Sister) (GOT TO SECTION 3) ☐ Holiday letter (GOT TO SECTION 3) ☐ Extension of Enrolment (GOT TO SECTION 4) ☐ Re-enrolment (GOT TO SECTION 4)				
Section 2: REASON FOR LETTER – COURSE SPECIFIC					
What is the reason you require this type of letter?	☐ For Immigration Purposes ☐ Changing the Provider as per Standard 7 of NCP 2018 ☐ Other, Please specify				
Has evidence been provided?	☐ Yes ☐ No ☐ Not required				
Section 3: REASON FOR LETTER – FAMILY SPECIFIC					
What is the reason you require this type of letter?	☐ For Family Visit ☐ Visit family overseas ☐ Other, Please specify				
Has evidence been provided?	☐ Yes ☐ No ☐ Not required				
Section 4: EXTENSION OF or RE-ENROLMENT REQUEST					
What is the reason for the request to extend your enrolment	☐ Compassionate / Medical Circumstances ☐ Other, Please specify				
Has evidence been provided?	☐ Yes ☐ No ☐ Not required				
Student Signature			Date		
OFFICE USE ONLY – Do not fill below this line					
Approved by Finance Department	☐ Yes ☐ No		Finance Officer		Date
Approved by Academic Department	☐ Yes ☐ No		Academic Officer		Date
Has the outcome been communicated to the student?			☐ Yes ☐ No		Date
Has WISENET been updated?			☐ Yes ☐ No		Date
Processing Officer			Signature		Date