

# Version 1.3

# Student Request Form



**SHAFSTON**  
www.shafston.edu

## Important Information:

Please note that all requests will be processed within **14 working days**. All requests and re-issuing of official completion documents such as Testamurs and Statement of Attainments, pertaining to studies prior to 2021 will incur **a fee of \$50**. All fields below must be completed.

Student's Personal Details			
Family Name:		Request Date:	
Given Name:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Address:		Date of Birth:	
Email Address:		Mobile No.:	
Course Name:		Student ID No.:	
Campus:	<input type="checkbox"/> Brisbane Campus (Kangaroo Point) <input type="checkbox"/> Gold Coast Campus (South Port)		

Student Request Details	
<input type="checkbox"/> Testamur (Certificate)	<input type="checkbox"/> Letter of Confirmation
<input type="checkbox"/> Statement of Attainment	<input type="checkbox"/> Confirmation of Enrolment
<input type="checkbox"/> Course Completion Letter	<input type="checkbox"/> Deferral Application
<input type="checkbox"/> Release Application	<input type="checkbox"/> Suspension Application
<input type="checkbox"/> Finish Early Application	<input type="checkbox"/> Student ID Renewal
<input type="checkbox"/> Other (specify)	
Student Signature:	Sign Date:

Office Use Only	
Requested received by:	Staff Signature:
Received Date:	
Comment:	
Requested approved by:	Staff Signature:
Approved Date:	