

Instructions for the Student: Complete the following section and submit the form to Student Administration.

SECTION 1: STUDENT DETAILS

Student Name:

Student ID:

Course:

Date Requested: / /

Documents Requested:

Statement of Attainment	Certificate
Completion Letter	Letter of Enrolment
Release Letter	Academic Record

Other:

ADMIN USE ONLY (Please ensure that the following requirements are met for each of the document)

FEE Clearance:

Accounts
Signature:

Date: / /

Academic Manager's Clearance:

Signature:

Date: / /

Admin Manager's Clearance:

Signature:

Date: / /

Award Certificate: Certificate and Record of Results Statement of Attainment

ONLY THE CEO CAN ISSUE QUALIFICATIONS. ONCE CHECKED, PLEASE SUBMIT THIS FORM TO THE CEO

CEO's Approval:

Certificate Number:

Signature:

Date Issued: / /

STUDENT AND ADMIN TO COMPLETE (at the time of Collection)

Acknowledgement

Received:

Statement of Attainment

Certificate

Completion Letter

Letter of Enrolment

Student Signature:

Date: / /

Admin Signature:

Date: / /