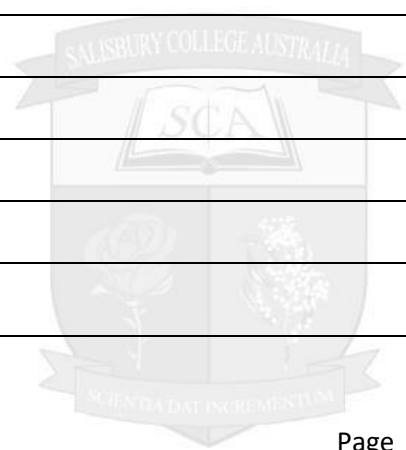




## Student Inquiry Form

1. Student Details:			
Title:		Student Number:	SLB00000 _____
First Name:		Last Name:	
Mobile:			
Email:			
Address:	State	Postcode	
2. Reason for your inquiry			
<b>Administration</b>			
<input type="checkbox"/>	Change of Shift (Timetable)	<input type="checkbox"/>	Re-issue of Student ID Card
<input type="checkbox"/>	Enrolment Letter	<input type="checkbox"/>	Holiday Letter
<input type="checkbox"/>	Invitation Letter	<input type="checkbox"/>	Completion Letter
<input type="checkbox"/>	Release Letter	<input type="checkbox"/>	Course deferral / suspension
<input type="checkbox"/>	CoE Amendments	<input type="checkbox"/>	Late Payment of Tuition Fees (Business Days)
<input type="checkbox"/>	Other (Please specify):		
<b>Academic</b>			
<input type="checkbox"/>	Certificate Request (ELICOS only)	<input type="checkbox"/>	Postage Certificate/Transcript/Statement of Attainment (Local)
<input type="checkbox"/>	Postage Certificate/Transcript/Statement of Attainment (Interstate)	<input type="checkbox"/>	Postage Certificate/Transcript/Statement of Attainment (Overseas)
<input type="checkbox"/>	Re-Issue of Certificate/Transcript/Statement of Attainment	<input type="checkbox"/>	Academic Credit Transfer Request
<input type="checkbox"/>	Assessment Late Submission	<input type="checkbox"/>	Re-Assessment (per unit of competency)
<b>Details (this must be completed)</b>			
Student signature:		Date:	



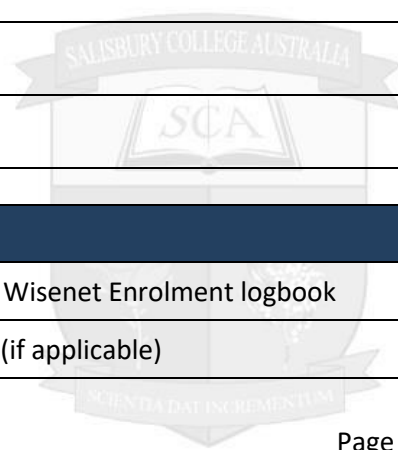


## ADDITIONAL CHARGES

Administration Items	
Change of Shift (Timetable)	\$50.00
Re-issue of Student ID Card	\$20.00
Letters (Enrolment, Holiday, Invitation, Completion, other type of letters excluding release letter)	\$50.00
Release letter	\$500.00
Fee Extension (admin fee)	\$100.00
CoE Amendment Fees (Deferment Fees after the COE has been issued for an international student. A fee is payable to SCA if any of the details on the COE need to be altered and a new COE needs to be issued because of an error or change in the enrolment information submitted to SCA)	\$150.00
Late Payment of Tuition Fees (Business Days)	\$15.00/day
Academic Items	
Academic Credit Transfer Request	\$150.00
Assessment Late Submission (Within 5 days of Assessment Due Date)	\$50.00
Postage Certificate/Transcript/Statement of Attainment (Local)	\$25.00
Postage Certificate/Transcript/Statement of Attainment (Overseas)	\$50.00
Postage Certificate/Transcript/Statement of Attainment (Interstate)	\$50.00
Re-Assessment (per unit of competency)	\$200.00
Re-Issue of Certificate/Transcript/Statement of Attainment	\$50.00
<p><b>All fees are non-refundable</b></p> <p><b><i>*No American express and 1.5 % surcharge on Mastercard and Visa.</i></b></p>	

## Office Use Only

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Reason below:	
<b>Name of Officer:</b>	
<b>Signature of Officer:</b>	
<b>Date:</b>	



### Final Checklist

<input type="checkbox"/> All parties signed	<input type="checkbox"/> Copy placed on Wisenet Enrolment logbook
<input type="checkbox"/> Followed up the inquiry	<input type="checkbox"/> Payment made (if applicable)