

Jasmine Education Group Pty Ltd t/a Queen Anne English College - Queen Anne Business College

ABN: 551320089025 | National Provider Code: 40458 | CRICOS Provider Code: 03240D

Bankstown Campus: Level 1, 49 Raymond Street, Bankstown NSW 2200 | Sydney City Campus: Level 4, 225 Clarence Street, Sydney, NSW 2000

Phone: (02) 97074840 | (02) 97933744 | Fax: 02 9475 1067 | Email: admin@qaec.nsw.edu.au | Website: www.qaec.nsw.edu.au

1. Student Details

Full name: ID:

Course: Start: / / End: / /

Phone: E-mail:

Street name & number:

Suburb: State: Post code:

Please update my contact as above: Yes No

2. Request Details

- | | |
|---|---|
| <input type="checkbox"/> Enrolment Letter
<input type="checkbox"/> Statement of Attainment (No fees apply)
<input type="checkbox"/> Interim Transcript (No fees apply)
<input type="checkbox"/> % Completion Letter
<input type="checkbox"/> Attendance Letter
<input type="checkbox"/> Other (Please Explain below) | <input type="checkbox"/> Final Certificate and transcript (No fees apply)
<input type="checkbox"/> Letter-CoE extension
<input type="checkbox"/> Letter- Leave approval
<input type="checkbox"/> Release Letter (No fees apply)
<input type="checkbox"/> Re-issue of Certificate/ Statement of Attainment |
|---|---|

3. Request Reason

Student signature: Date: / /

Please Note:

- All requests will take approximately 10 working days from the day of submission to be processed
- Administration fees of \$100 will be applied. In case of priority service and extra \$50 will be charged.
- Fees will apply for any request to re-issue certificate or transcript.

Office use only

Task	Staff	Date
Received by		/ /
Approved / Declined by		/ /