

## HEFOR17 STUDENT REQUEST FORM

The following form is to be completed by students wishing to lodge a request to Southern Cross Education Institute. The request may be related to the student's Course at Southern Cross Education Institute – Higher Education.

STUDENT DETAILS	
Student ID	Date of Birth:
First Name	
Family Name	
Phone No.	
Mobile No.	
Email	
Course Code & Title	
Teacher's Name	

REQUEST DETAILS	
Teacher's signature	
<input type="checkbox"/> Confirmation of enrolment	<input type="checkbox"/> Permission to view exam paper and results
<input type="checkbox"/> Re-issue transcript of results	<input type="checkbox"/>
<input type="checkbox"/> Re-issue certificate of completion	<input type="checkbox"/>
<input type="checkbox"/> Reissue statement of attainment	<input type="checkbox"/>
<input type="checkbox"/> Reissue letter of completion	<input type="checkbox"/>
Other (please specify):	
Student's signature:	Date:
This form must be submitted to Student Administration in order to avoid loss or delay in processing of this Application. Ensure that all the supporting documents (if applicable) are attached with this application. Failure to do so may result in delay.	

**THIS PAGE FOR OFFICE USE ONLY**

RECEIVING APPLICATION	
<p>This section is to be completed by the SCEI staff who is receiving the application from the student.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All required sections completed</li> <li><input type="checkbox"/> Student details provided</li> <li><input type="checkbox"/> Student signature</li> <li><input type="checkbox"/> Supporting documents</li> </ul> <p>Staff Name: _____</p> <p>Staff Signature: _____</p> <p>Date: _____</p>
ASSESSING APPLICATION	
<p>This section is to be completed by the Administration Manager and/or delegate who is assessing the application</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Application approved</li> <li><input type="checkbox"/> Student has received the requested document</li> <li><input type="checkbox"/> Copy of requested document attached with this form</li> <li><input type="checkbox"/> Application rejected</li> <li><input type="checkbox"/> Student notified in writing</li> <li><input type="checkbox"/> Copy of written notification attached with this form</li> </ul> <p>Staff Name: _____</p> <p>Staff Signature: _____</p> <p>Date: _____</p>
FILING	
<p>This section is to be completed by the Administration Manager and/or delegate who is filing this application and all supporting documents in the student's admin file.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The application form has been completed by all parties.</li> <li><input type="checkbox"/> All Supporting documents are attached with the application.</li> <li><input type="checkbox"/> Copies of all written correspondence sent to the student are attached with the application.</li> </ul> <p>Staff Name: _____</p> <p>Staff Signature: _____</p> <p>Date: _____</p>