

Student Request Form for VET sector only

Lloyds International College

Please show your Student ID card when collecting the document

Please print in BLOCK LETTERS and ensure ONE letter per box

NOTE: Please allow a minimum of 5 working days for processing & please allow a minimum of 15 working days for processing the certificate request

Student Number:

Family Name:

First Name:

Mobile:

Email:

CERTIFICATE

- Certificate III in Business
- Certificate IV in Business
- Diploma of Leadership and Management
- Advanced Diploma of Leadership and Management
- Certificate IV in Marketing and Communication
- Diploma of Marketing and Communication
- Advanced Diploma of Marketing and Communication

STATEMENT OF ATTAINMENT

- Certificate III in Business
- Certificate IV in Business
- Diploma of Leadership and Management
- Advanced Diploma of Leadership and Management
- Certificate IV in Marketing and Communication
- Diploma of Marketing and Communication
- Advanced Diploma of Marketing and Communication

OTHER DOCUMENTS

- Letter of Confirmation
- Letter of Confirmation with Term Break (letter confirming the dates of your Term Break)
- Completion Letter
- Attendance Letter
- Other (please specify)

Student Signature:

SIGN IN HERE

Date Requested:

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Office Use Only (NOT FOR STUDENTS)

Head Trainer & Assessor

Check Student Academic Folder and Results in Wisenet

Date completed: / /

Comment:

Student Services Officer

Fees paid

Date completed: / /

Certificate printed

Date completed: / /

Comment:

Student Services Officer

Certificate signed by Academic Manager Date completed: / /

Comment:

Students Services Officer

Contacted students via:

- Email
- Telephone
- Trainer

Date of contact: / /

Comment: