

## STUDENT REQUEST FORM

Students are to complete and submit this form when they wish to request assistance and/or approval for something including those listed below at point 3.

\*This form must be completed and returned to either a member of our Student Services Team in person or via email

[admin@acmi.wa.edu.au](mailto:admin@acmi.wa.edu.au)

1. PERSONAL DETAILS (those fields marked with an * must be completed)							
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
* Last Name				* First Name			
* Student ID/Reference				* Date			
2. CONTACT DETAILS							
What is your current Residential Address?				Suburb		Postcode	
* What is your Postal Address? (If same as the above put "as above")				Suburb		Postcode	
Mobile Number				Email Address			
3. REQUEST (tick one of the following)							
<input type="checkbox"/> Course Break/Holiday Letter <input type="checkbox"/> Enrolment Status Letter <input type="checkbox"/> Family Invitation Letter <input type="checkbox"/> Work Placement Confirmation Letter <input type="checkbox"/> Enrolment Release Letter				<input type="checkbox"/> Change in Course Schedule/Timetable <input type="checkbox"/> Request for Leave or absence during Course Study <input type="checkbox"/> Other (Specify)			
4. EXPLANATION/DETAILS OF REQUEST (Students must provide some information/details to support your request – and attach required support documentation.)							

All Student Request Forms will be actioned within 10 working days; you will be notified via email of the outcome regarding your request.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_



5. OFFICE USE ONLY				
<b>* Receiving Officer</b>		<b>Position</b>		<b>Date</b>
<input type="checkbox"/> <b>Request passed to Campus Manager (if required)</b>	(Name & Position)		(Signature)	<b>Date</b>
<b>Notes (if required)</b>				
<b>Decision/Outcome</b>	<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Not Approved</b>	<input type="checkbox"/> <b>Scanned &amp; uploaded to SMS</b>	

