



## Student General Request Form

### About this form

This form is to be utilised for Student General Request. AuSC can support you if you have any request related to Academic Support, Extra Classes, Accommodation Support, Documents Request, Student ID Card, Certificate of Completion, and others etc.

AuSC will only consider your request if your dues till the date is cleared, and you are meeting the criteria set for your request. AuSC may ask you for relevant documents if required to support your request.

Applicants are required to fill in this form and submit this form to the Student Support Officer with supporting documents. Administration Manager will review your request and may approve or cancel your request if it is not fulfilling the criteria. The Administration team of AuSC will inform you of the result of your request within 5-7 working days of your application.

Please note that there are certain requests where you will be charged an extra charge which is mentioned in your Letter of Offer.

### Student details

Full Name

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Student Id

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Email

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Phone

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Date of Birth

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Course Enrolled

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### Student request for

<input type="checkbox"/>	Academic Support (No Charge)	<input type="checkbox"/>	Accommodation Support (Confirmation on request)
<input type="checkbox"/>	Extra Classes (No charge)	<input type="checkbox"/>	Other Request(s)
<input type="checkbox"/>	Enrolment Letter (No charge)		
<input type="checkbox"/>	Confirmation of Term Break (No charge)		
<input type="checkbox"/>	Statement of Attainment / Course Progress Letter (\$50)		
<input type="checkbox"/>	Fee Payment Letter (No Charge)		
<input type="checkbox"/>	Re-issuance of Certificate of Completion (\$200)		
<input type="checkbox"/>	Re-issuance of Student ID Card (\$20)		



## Other Request(s)

Provide a brief explanation of your request (attach extra sheet if required)

## Student Declaration

- a) I declare that the information supplied by me to support my application is correct and complete.
- b) I am aware of the extra charges applicable on my request as I have referred to my Signed Letter of Offer
- c) I am aware that I must clear all my dues with AuSC to seek approval for my request of change in course.

Student Name	
Student Signature	
Date	

## For Office Use Only

Yes No N/A

Documents Submitted  
College dues cleared  
Paid charges for the request  
Updated Axcelerate

<b>Admin Manager Action / CEO</b>	
Action	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<b>Reason for the Decision</b>	
Signature of Admin Manager	
Date of Approval	

## Student Confirmation of Receiving

Student Signature		Date	
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