



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

Student Id

Email

Phone

Date of Birth

Course Enrolled

Student request for

	Academic Support (No Charge)		Other Request(s)
	Accommodation Support (Confirmation on request)		
	Completion Certificate (No charge)		
	Confirmation of Term Break (No charge)		
	Statement of Attainment / Course Progress Letter (\$50)		
	Fee Payment Letter (No Charge)		
	Re-issuance of Certificate of Completion (\$200)		
	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

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

Student Confirmation of Receiving

Student Signature		Date	
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