

**STUDENT REQUEST FORM – International & Domestic**

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| **Section A: Personal Details** | | | | | | | | | | |
| **Student ID** | |  | | | | **Date** | |  | | |
| **Surname** | |  | | | | **Given Name** | |  | | |
| **Address** | |  | | | | | | | | |
| **Suburb** | |  | | | | **State & Postcode** | |  | | |
| **Telephone Number** | |  | | **Email** | |  | | | | |
| **Terms and Conditions** | | | | | | | | | | |
| 1. I will comply with all laws and regulations of Australia, including all requirements for students. 2. I will provide the appropriate documentation when unable to attend my class. 3. I will be active and participate in all class activities and assessments. 4. I will show respect to students, colleagues, teachers and staff. 5. I will update ETEA of any changes with my current information. 6. I will be responsible for any action that causes harm or damage to students, colleagues, teachers, staff, equipment, furniture and/or property. 7. I agree that all late payments of fees will incur an interest charge. 8. I know that I have to pay the administrative fee to complete my request. 9. I agree that any request will take 10 working days to be processed after submission of this form. | | | | | | | | | | |
| **Requests (Please tick ) \*** Please refer to the administrative fee schedule available on the link below:  [https://www.etea.edu.au/ETEA-Administrative-Fees](https://www.etea.edu.au/wp-content/uploads/2024/02/ETEA-Administrative-Fees.pdf) | | | | | | | | | | |
| Re-Enrolment Fee |  | | Re-issue Student Card | |  | Re-issue CoE |  | | Leave of Absence  (Suspension) |  |
| Instalment Plan |  | | Re-issue Final Certificate | |  | Re-issue Statement of Attainment |  | | Interim Academic Transcript |  |
| Certificate Postage |  | | Change of Course | |  | Review of Grade |  | | Confirmation Letter (Holiday or Invitation letter) |  |
| RPL |  | | Credit Transfer | |  | Reassessment (3rd submission) | ☐ | | Change of Campus |  |
| **Comments/Reason** | | | | | | | | | | |
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| **Declaration**  I declare that all the information I have given above is correct and complete. I confirm that I have read all the terms and conditions and agree to abide by those rules and any subsequent amendments. If any information is false or has been withheld, I accept that this may cause cancellation of my enrolment and/or further consequences.  Student’s Signature ......................................................................... Date ........../........./........... | | | | | | | | | | |

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| **Section B: Office Use Only** |
| Received By ......................................................................... Date ........../........./...........  Administration Charge: $ Fee Information: Paid  Not Paid   Document Entered Date ........./........./.......... |