



## STUDENT REQUEST FORM – International &amp; Domestic

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.						
<b>Requests (Please tick <input type="checkbox"/>)</b> * Please refer to the administrative fee schedule available on the link below: <a href="https://www.etea.edu.au/wp-content/uploads/2025/02/ETEA-Administrative-Fees-Version-3.1.pdf">https://www.etea.edu.au/wp-content/uploads/2025/02/ETEA-Administrative-Fees-Version-3.1.pdf</a>						
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 (3 <sup>rd</sup> submission)		Change of Campus
Comments/Reason						
<b>Declaration</b> 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 .....		
Section B: Office Use Only						
Received By .....				Date .....		
Administration Charge: \$		Fee Information:		Paid		Not Paid
Document Entered Date		...../...../.....				

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Document Name	Student Request Form	Company name	ETEA	Issued:	March 2025	Ver 6.2
Authorised by QMC	CRICOS # 02925E	RTO # 5089	Review:	24 months		
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