NOTE: You must save this file to your computer as a PDF document and then fill it in.
This online form will processed within **fifteen (15)** working days (normal service). Please be advised that if you have any outstanding fees or outstanding assessments, we have the right to reject your request for service. When you come in to collect your qualification, you will need to produce a photo ID.

Student Name:		Student ID:	
Course Name:		Mobile No:	
Email:		Date of Birth:	_____/_____/_____
Current Address:			

Has all course work (e.g. assessments) been handed in ☐ Yes ☐ No

DATE REQUIRED (please tick one box):

☐ Next 3 business days ($350 admin fee) OR ☐ normal service

(Please state the correct date as an admin charge may be applied if additional copies are required at a later date)

Please tick the service(s) you require below

A request for a qualification (certificate or statement of attainment) requires the trainer's signature and a completed "QFRMS01501-USI Application Form" for those who complete a program after 01/01/2015.	☐ Certificate and Transcript
	☐ Statement of Attainment
	☐ Course Completion Letter

Accounts Administration	
Received by:	**Date of receipt:** ____/____/____
Student has / no outstanding fees:	**Checked by:**

Training Administration	
Course Coordinator / Trainer must check the Database records before signing this section. If required, Course Coordinator may ask for further evidence.	
☐ Student has <u>no outstanding</u> assessments and can receive a full qualification.	☐ Student has <u>outstanding</u> assessments and can only receive a statement of attainment.
Name: _____	
Signature: _____	Date: _____/_____/_____