

## Document Request Form

*Please ensure to fill this form correctly. Incorrect or incomplete forms will result in delays or rejections.*

<b>Student Name:</b>	<b>Phone:</b>
<b>Student Number:</b>	<b>Email:</b>
<b>Course Name:</b>	<b>Date:</b>
<b>Address:</b>	

### I require the following from Ashley English Language Institute: (Please tick the appropriate box).

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Current Attendance Report<br>Completion Letter | <input type="checkbox"/> Enrolment/Reference Letter     | <input type="checkbox"/> Course<br>Completion Letter |
| <input type="checkbox"/> Interim Statement of Results                   | <input type="checkbox"/> Term Break Confirmation Letter | <input type="checkbox"/> Fees Invoice                |
| <input type="checkbox"/> Other (Please specify)<br>_____                |   |  |

### How will you collect your documents?

- I will personally collect the document(s) from Ashley English Language Institute's Student Services Department.

Day of the week: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

- I would like the documents posted to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Declaration:** I understand that it will take up to 5 working days for Ashley English Language Institute to process my request from their receipt of this completed form.

Student Signature: _____	Date: _____
_____	

**Please sign on collection.**

Collected By: _____	Date: _____
_____	

**Office use only**

<b>Application Received By</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Action Taken By</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>