



QIBA Student Request Form

Important Information:

Please note that all requests will be processed within 14 working days.

All requests and re-issuing of official completion documents such as Testamurs and Statement of Attainments, pertaining to studies prior to 2022 will incur a fee of \$50. All fields below must be completed.

Personal Details		
Family name:		Request Date:
Given name/s:		Gender:
Address:		Date of Birth:
Email:		Mobile:
COURSE NAME:		Student ID:
CAMPUS:	Coolangatta (Marine Parade)	Parramatta (Church Street)
	Sydney (Castlereagh Street)	Brisbane (Margaret Street)
	Sydney (Elizabeth Street)	Other (specify) :
Student Request		
Testamur (Certificate)		Letter of Confirmation
Statement of Attainment		Confirmation of Enrolment
Course Completion Letter		Other (specify):
Student Signature:		Date:

Office Use Only		
Request received by:	Staff signature:	Date:
Department Checklist for Award Issuance		
Participant has paid the full course fee		Finance:
Successful completion of all units / all assessments signed off by assessors		Academic Manager:
USI has been verified (VET Students)		Admin:
Participant survey completed		Admin:
VET Participant finalised in AXcelerate and Prisms. Prisms End Date:		Admin:
Receiving Details		
I hereby declare that I have received the requested documents.		
Student Signature:	Issuing Staff Signature:	Date: