

Student Request Form

Students are to complete and submit this form when they wish to request assistance and/or approval for something including those listed below at point 3.

*This form must be completed and returned to either a member of our Student Services Team in person or via email to: admissions@westincollege.com.au

1. PERSONAL DETAILS <i>(those fields marked with an * must be completed)</i>							
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
* Last Name				* First Name			
* Student ID/Reference				* Date			
2. CONTACT DETAILS							
What is your current Residential Address?				Suburb		Postcode	
* What is your Postal Address? <small>(If same as the above put "as above")</small>				Suburb		Postcode	
Mobile Number				Email Address			
3. REQUEST <i>(tick one of the following)</i>							
<input type="checkbox"/> Course Break/Holiday Letter <input type="checkbox"/> Enrolment Status Letter <input type="checkbox"/> Family Invitation Letter <input type="checkbox"/> Work Placement Confirmation Letter <input type="checkbox"/> Enrolment Release Letter				<input type="checkbox"/> Change in Course Schedule/Timetable <input type="checkbox"/> Request for Leave of absence during Course Study <input type="checkbox"/> Other (Specify) _____			
4. EXPLANATION/DETAILS OF REQUEST <i>(Students must provide some information/details to support your request – and attach required support documentation.)</i>							

All Student Request Forms will be actioned within 10 working days; you will be notified via email of the outcome regarding your request.

Student's Signature _____

Date _____

5. OFFICE USE ONLY					
* Receiving Officer		Position		Date	
<input type="checkbox"/> Request passed to Campus Manager (if required)	(Name & Position)	(Signature)		Date	
Notes (if required)					
Decision/Outcome	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Scanned & Uploaded to SMS		



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