



Credential Request and Clearance Form

Instructions to the student:

1. If this application form is incomplete, Sacred Heart International College may not commence or delay processing your request. One course per application form only.
2. If you have completed units from Sacred Heart International College (SHIC), have Credit Transfers or applied for RPL's, please ensure that it has been completed with your Trainer/Assessor/relevant SHIC Staff prior to lodging this form.
3. Any debts should be paid prior to lodging this form. Please allow 20 working days to process your request.
4. Please email the filled form and relevant documentation to reception@shic.vic.edu.au or submit the form at reception.

Student Name : _____
Student ID : _____
Course : _____

Document Requested	Please Tick (✓)
Results	
Statement of Attainment	
Certificate	
Completion Letter	
Others(Please Specify):	

Unique Student Identifier : _____
Contact Number (Mobile) : _____
Email Address : _____
Address : _____

Student Declaration: This is to acknowledge that I have received the above documents from Sacred Heart International College (SHIC). I also acknowledge that I have paid all fees and release the institute for responsibilities or any quit claims that may arise from this date onwards.

Student Signature : _____ **Date:** _____



Credential Request and Clearance Form

ADMINISTRATION USE ONLY

<p>Approved from Accounts Department:</p> <p>Name: _____ Signature _____ Date _____</p> <p>Processed by: (Records Department)</p> <p>Name: _____ Signature _____ Date _____</p> <p>Checked by: (Admin Manager) Please cross check all the details with Wisenet.</p> <p>Name: _____ Signature _____ Date _____</p>
--