



Student Request Form

Instructions to the student:

1. If this application form is incomplete, SHIC may decide to not process your request or delay the processing.
2. One course per application form only.
3. Any outstanding balances should be cleared prior to lodging this application form.
4. Please allow ten (10) working days to process your request.
5. If your request requires priority processing, please complete this form entirely and also attach any supporting documents that may be applicable.
6. Please email the filled form and relevant documentation to reception@shic.vic.edu.au

APPLICANT'S DETAILS			
Student ID Number		Date of Birth	
Surname			
First Name/s			
Home Address			
Mobile Number			
Email Address			

REQUEST	
1. Please outline below your request:	
Students Signature:	Date:

FOR OFFICE USE ONLY	
<u>Accounts Department</u>	
Approved By:	Date:
Remarks:	
<u>Administration Department</u>	
Processed By:	Date:
Remarks:	