

Credentials Request Form



Student Details			
Student Full Name:			
Student ID Number:		USI:	
Current Address:			
Telephone:		Mobile Number:	
Email Address:			

Enrolment Status		
I have commenced my course and it is in progress	Yes ☐	No ☐
I have finished my course	Yes ☐	No ☐
I have requested and withdrawal of my course has been finalised	Yes ☐	No ☐

Credentials Request Details	
☐ Testamur (Certificate)	☐ Completion Letter
☐ Record of Results	☐ Statement of Attainment
☐ Qualification Certificate in Progress Letter	☐ Other
REASON FOR REQUEST:	

Important Information & Student Declaration:

I declare that the information provided in this application is true and correct. I understand that:

- If this application form is incomplete, Sacred Heart International College may not commence or delay processing your request. One course per application form only;
- 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.
- Any debts should be paid prior to lodging this form.
- Once I receive the above documents from Sacred Heart International College, I release and discharge SHIC from any further responsibility, liability, claim, demand, or action arising from or relating to the issuance of these documents from the date of receipt onwards.

Student Signature:

Date:

Office Use Only

Accounts Approval: ☐ Approved ☐ Declined

Staff Signature:

Date:

Administrative Processing:

- ☐ Credential(s) issued on Wisenet - ☐ Not applicable
- ☐ Records/Admin Manager has checked and approved the credential(s)? - ☐ Not applicable
- ☐ Credential(s) has been provided to the student – Date _____ - ☐ Not applicable

Additional Comments:

Staff Signature:

Date: