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## **Document Request Form**

| Details   |                          |      |                                  |  |
|---|--------------------------|------|----------------------------------|--|
| Student Name:   |                          |      |                                  |  |
| Student No:   | Email:                   |      |                                  |  |
| Current Course:   |                          |      |                                  |  |
| Type of Request:  |                          |      |                                  |  |
| □ Attendance  | Statement of Attainment  |      | Class / Timetable                |  |
| Student ID  | Course Progress          |      | Sponsorship/Visa Letter          |  |
| Logbook Letter  | Enrolment in next course |      | Other (Please write in comments) |  |
| Comments:   |                          |      |                                  |  |
|   |                          | 1 1  |                                  |  |
| Student signature   |                          | Date |                                  |  |
| Note: Please make sure that time for processing your request is 48-72 hours depending upon the type of request. |                          |      |                                  |  |

| Office use only                      |           |      |
|--------------------------------------|-----------|------|
| Comments:                            |           |      |
|                                      |           |      |
|                                      |           |      |
|                                      |           | / /  |
| Name of person responding to enquiry | Signature | Date |