



Student Request Form

STUDENT DETAILS

Surname: _____ Given Name: _____

Contact Number: _____ Email Address: _____

Course Enrolled: _____

International Student Yes No

Detailed explanation of request
(You may wish to attach further documentation)

I have read and understood the notices on this form. I declare that all the information provided within is true and correct.

Student Signature: _____ Date: _____

IMPORTANT NOTICE

- The administration fee of this application is \$50.
- Ensure that all the supporting documents (if applicable) are attached with this application. A SIA staff member will contact you to arrange an appointment or an email will be sent with requested information. Please allow a minimum of 5 working days for a reply.

OFFICE USE ONLY

Received by _____ Date _____

Referred to _____ Date _____

Action:

- Admin fee \$50 paid and request recorded by Student services
- Request approved
- Inform student via email
- Updated student's folder in Sharefolder
- Updated student's file
- Request Finalized and recorded

Remarks: _____

Type	Forms	Next Revision Date	05.10.2026	Document Owner	Student Services Manager
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