

**Jasmine Education Group Pty Ltd t/a Queen Anne English College - Queen Anne Business College**

ABN: 551320089025 | National Provider Code: 40458 | CRICOS Provider Code: 03240D

Bankstown Campus: Level 1, 49 Raymond Street, Bankstown NSW 2200 | Sydney City Campus: Level 4,225 Clarence Street, Sydney, NSW 2000  
Phone: (02) 97074840 | (02) 97933744 | Email: admin@qaec.nsw.edu.au | Website: [www.qaec.nsw.edu.au](http://www.qaec.nsw.edu.au)

## 1. Student Details

Full name :		ID :	
Course :		Start :	End :
Phone :		E-mail :	
Street name & number :			
Suburb :		State :	Post Code :

Please update my contact as above:                      Yes        No   

## 2. Request Details

- |  |   |
|--|---|
| <input type="checkbox"/> Enrolment Letter                          | <input type="checkbox"/> Letter-CoE extension                             |
| <input type="checkbox"/> Official Statement of Attainment stamped. | <input type="checkbox"/> Letter- Leave approval                           |
| <input type="checkbox"/> Attendance Letter                         | <input type="checkbox"/> Release Letter (see below)                       |
| <input type="checkbox"/> Other (Please Explain below)              | <input type="checkbox"/> Re-issue of Certificate/ Statement of Attainment |

## 3. Request Reason

Student signature:		Date :	
--------------------	--	--------	--

**Please Note:**

- All requests will take approximately 10 working days from the day of submission.
- College will contact you by email regarding your request. Please make sure you reply to our emails promptly. Delay in replying to our emails may lead to delay in processing your request.
- If you did not respond to our email within 2 weeks from the email date, request will be archived. You need to apply again
- Release letter will be issued if approved for of charge. Please note, no release letter will be issued if you have any outstanding fees
- Request processing fees of \$150 will be charged. Processing your request. If your request is urgent, another \$100 will be charged.
- No request will be processed if you have any college fees of any kind and/or the request processing fees is outstanding.
- Fees will apply for any request to re-issue certificate or transcript.

### Office use only

Task	Staff				Date
Received by					
Request Outcomes	Approved	<input type="checkbox"/>	Declined	<input type="checkbox"/>	
	Name	Signature			

Notes/ Reasons