



## Student Enquiry Form

1. Student Details:			
Title:		Student Number:	
First Name:		Last Name:	
Mobile:			
Email:			
Address:			
			Postcode:
2. Reason for your inquiry			
Letter Request:			
<input type="checkbox"/>	1. Enrolment Letter	<input type="checkbox"/>	2. Holiday Letter
<input type="checkbox"/>	3. Invitation Letter	<input type="checkbox"/>	4. Completion Letter
<input type="checkbox"/>	5. Release Letter	<input type="checkbox"/>	6. Other (Please specify)
<input type="checkbox"/>	Reissue of Student Card		
<input type="checkbox"/>	Early Completion (Please specify the period):		
<input type="checkbox"/>	Change of shift	From:	To:
<input type="checkbox"/>	Change of CoE	From:	To:
Credential Request:			
<input type="checkbox"/>	1. Certificate	<input type="checkbox"/>	2. Transcript
<input type="checkbox"/>	3. Statement of Attainment	<input type="checkbox"/>	4. Other (Please specify)
<input type="checkbox"/>	Reissue of Credential		
Postal address (if required):			



<input type="checkbox"/>	Re-Assessment
<input type="checkbox"/>	Other, please provide a brief description of your inquiry/request below:
Student signature:	Date:

ADDITIONAL CHARGES - All fees are non-refundable	
Academic Credit Transfer Request	\$100
Re-issue of Student ID Card	\$15
Change of Shift (Timetable)	\$50
Re Issue of Statement of Attainment	\$50
Invitation Letter	\$20
Re Issue of Certificate and Transcript	\$50
Registered Post Certificate (Overseas Only)	\$20
Assessment Late Submission (Within 5 days of Assessment Due Date)	\$70
Re-Assessment per-unit of competency	\$200
Holiday (Term Break Letter)	\$50
COE Amendment Fees/COE Deferment Fees after the COE has been issued for an international student. A fee is payable to Ransford College if any of the details on the COE need to be altered and a new COE needs to be issued because of an error or change in the enrolment information submitted to Ransford College.	\$150
Late Payment of Tuition Fees (For Business Days)	\$15 Per Day
<i>* Credit Card surcharge applies, No American Express and all fees are non- refundable</i>	



**Office Use Only**

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not Approved
Reason below:			
Name of Officer:			
Signature of Officer:			
Date:			

**Final Checklist**

All parties signed	<input type="checkbox"/>	Copy placed on SMS
Followed up the inquiry	<input type="checkbox"/>	Payment made (if applicable)

**College Details:**

**Ransford College Pty Ltd T/A AAAR Institute of Business & Technology**  
ABN 86 606 260 404  
ACN 606 260 404 CRICOS  
03614A  
RTO Number 45178