



Student Inquiry Form

1. Student details

Title		Student number	
First name		Last name	
Mobile			
Email			
Address			
Postcode			

2. Reason for your inquiry

Letter request:

☐ 1. Enrolment Letter	☐ 2. Holiday Letter
☐ 3. Invitation Letter	☐ 4. Completion Letter
☐ 5. Release Letter	☐ 6. Other (please specify)

Student record updates:

☐ Issue of Student Card		
☐ Early Completion (please specify the period)		
☐ Change of campus	From campus:	To campus:
☐ Change of CoE	From:	To:

Credential request:

☐ 1. Certificate	☐ 2. Transcript
☐ 3. Statement of Attainment	☐ 4. Other (please specify)
☐ Reissue of Credential	

Postal address (if required for credential or reissue requests above):

--



Other requests:

☐ Re-Assessment

☐ Other, please provide a brief description of your inquiry/request below:

Additional details / notes:

Student signature		Date	

Additional Charges — All fees are non-refundable	
Academic Credit Transfer Request	\$100
Issue of Student ID Card	\$10
Issue of Statement of Attainment	\$50
Invitation Letter	\$20
Re-issue of Certificate and Transcript	\$50
Registered Post of Certificate (Overseas Only)	\$20
Assessment Late Submission	\$250
Re-Assessment per unit of competency	\$200
COE Amendment / COE Deferment Fee — payable if any details on the CoE need to be altered and a new CoE must be issued due to an error or change in enrolment information	\$350
Late Payment of Tuition Fees (per business day)	\$15 per day
Credit card surcharge applies. American Express is not accepted. All fees are non-refundable.	



Office use only

☐ Approved

☐ Not Approved

Reason below:

Name of Officer	
Signature of Officer	
Date	

Final checklist

☐ All parties signed

☐ Copy placed on Wisenet Enrolment logbook

☐ Followed up the inquiry

☐ 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