

Please read carefully before submitting the form

Please complete this form if you require the following:

- An early completion certificate/transcript/ completion letter
- Statement of attainment
- Letter of attendance (ELICOS)
- Duplicate certificate/transcript/statement of attainment (fee applies- please refer to fee policy and schedule in student handbook)
- Letter of approved leave

After completing your course, you will receive your AQF certificate and transcript 30 Calendar days after your last assessment was submitted. You do not need to apply via this form unless you require a certificate and transcript urgently (*Filling this form does not guarantee early processing*)

For further information contact Student Services Officer at student.services@kcbt.edu.au

By submitting this form you acknowledge and understand that KCBT has 10 days to complete this request.

Student Details			
Student Name:		Student ID:	
Qualification Code:		Qualification Name:	
USI Number:			
Document to be Issued:			
<input type="checkbox"/> An early completion certificate/transcript/ completion letter <input type="checkbox"/> Statement of attainment <input type="checkbox"/> Letter of attendance (ELICOS) <input type="checkbox"/> Duplicate certificate/transcript/statement of attainment (Fee applies- please refer to fee policy and schedule in student handbook) <input type="checkbox"/> Letter of approved leave			

Office Use Only – To be completed by The Administration Manager / Student Support Manager			
I confirm the information is correct and the document can be issued:			
Signature:		Date:	
Document Correct:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Documents Sent / Picked up by the student:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Wisenet Update:	<input type="checkbox"/> Yes <input type="checkbox"/> No		