STUDENT REQUEST FORM (SRF)

*This form must be completed and returned to either a member of our Student Services Team in person or via email to studentservices@stanleycollege.edu.au

1. PERSONAL DETAILS *(fields marked with an * must be completed)*							
Title	☐ Mr	☐ Mrs	☐ Ms	☐ Miss	**Gender**	☐ Male	☐ Female
* Last Name					*** First name**		
* Student ID					*** Date**		

2. CONTACT DETAILS		
What is your current Residential Address?		
	Suburb	**Postcode**
* What is your Mailing Address? **(If same as above put as above)**		
	Suburb	**Postcode**
Mobile Number	**Email Address**	

3. REQUEST *(Tick one of the following)*

☐ **Holiday Letter**

☐ **Enrolment Status Letter**

☐ **Family Invitation Letter**

☐ **WBT Confirmation Letter**

☐ **Release Letter**

☐ **Change in Timetable**

☐ **Request for Leave during Study Period**

☐ **Other (Specify)**

4. DETAILS OF REQUEST *(Provide details of your request in the space below and attach any supporting documents)*

All Student Request Forms are actioned within 10 working days; you will be notified of the outcome regarding your request.

Student's Signature: _____   **Date:** _____

5. OFFICE USE ONLY						
* Receiving Officer			**Position**		**Date**	
☐ **Request analysed with Senior Management (if required)**	**Senior Management (Name & Designation)**				**Date**	
Further Notes (if required)						
Outcome	☐ **Approved**		☐ **Not Approved**		☐ **Scanned & Uploaded to eBecas**	

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