



**STUDENT DETAILS**

**STUDENT ID:** \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_

**COURSE TITLE:** \_\_\_\_\_

**REQUEST DETAILS**

- CONFIRMATION OF ENROLMENT
- BONAFIDE LETTER
- COURSE COMPLETION LETTER
- STATEMENT OF ATTAINMENT
- CONFIRMATION OF HOLIDAYS
- ATTENDANCE LETTER
- COURSE PROGRESS LETTER
- REPEAT UNIT OF COMPETENCY
- CHANGE OF COURSE / GROUP
- OTHERS (Please specify) \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Note**

- This form **MUST** be submitted through email at [info@icv.edu.au](mailto:info@icv.edu.au) to avoid loss or delay in processing of this Application.
- If applicable, all the supporting documents must be attached to avoid any delay.

**FOR OFFICE USE**

- APPLICATION RECEIVED                      DATE: \_\_\_\_\_
  - APPLICATION ASSESSED
  - APPLICATION PROCESSED
  - STUDENT NOTIFIED                              DATE: \_\_\_\_\_
- NOTIFIED THROUGH:
- EMAIL
  - PHONE
  - LETTER

**STAFF NAME:** \_\_\_\_\_

**STAFF SIGNATURE:** \_\_\_\_\_