

## Student Request Form

<b>Student Name</b>		<b>Student No.</b>	
<b>Mobile:</b>		<b>Email:</b>	
<b>Course:</b>			

Nature of Request / Documents Required (Please check the box)	
<input type="checkbox"/>	Adjusted payment plan, please specify ( <input type="checkbox"/> Weekly, <input type="checkbox"/> Fortnightly, <input type="checkbox"/> Monthly)
<input type="checkbox"/>	Release letter/cancelled CoEs
<input type="checkbox"/>	Enrolment Letter
<input type="checkbox"/>	Holiday letter for working purpose
<input type="checkbox"/>	Statement of Attainment
<input type="checkbox"/>	Interim Statement of Results
<input type="checkbox"/>	Course Completion Letter
<input type="checkbox"/>	Course Progress Letter
<input type="checkbox"/>	Re-issuance of student ID card (fee of \$20 applies)
<input type="checkbox"/>	Re-issuance of Certificate/SOA and Record of Results (fee of \$100 applies)
<input type="checkbox"/>	Other. <b>Please specify:</b>

PLEASE NOTE THE FOLLOWING			
	<ul style="list-style-type: none"> <li>It takes approx. 14 working days to produce most documents. Non-submission of assignments will delay process of producing Statement of Attainment.</li> <li>Your payments must be up-to-date in order for your request to be processed</li> <li>A processing charge of \$20 applies to students not currently enrolled at Hilton Academy</li> </ul>		
<b>Student Signature:</b>		<b>Date:</b>	

Official Use Only	
	<input type="checkbox"/> No outstanding fees
Finance Department	<input type="checkbox"/> There is outstanding fee of _____ MUST BE CLEARED
	\$20 Processing Fee (for non-current students) <input type="checkbox"/> Paid <input type="checkbox"/> N/A (current student)
Verified by:	Name: _____ Signature: _____ Date: _____
Admin Department	<input type="checkbox"/> Issued and saved in student folders
Verified by:	Name: _____ Signature: _____ Date: _____