

Student Records Request Form

True Education Pty Ltd t/a Technical Education Development Institute and t/a Technical Electronics Centre (hereby referred as TEDI)

Personal Details					
Student Full Name:		Student ID:			
Gender:	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	Date of Birth:			
Email Id:		Phone no:			
Course Code and Course Name:					
Service requested -TYPE OF REQUEST:					
<p>I would like to request for:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="radio"/> Testamur <input type="radio"/> Statement of Attainment <input type="radio"/> Letter of Academic Progress* <input type="radio"/> Letter of Tuition Fee Paid* <input type="radio"/> Letter of Invitation* <input type="radio"/> Holiday Break letter* </td> <td style="width: 50%; vertical-align: top;"> <input type="radio"/> Record of Results <input type="radio"/> Completion letter <input type="radio"/> Re-Issue of Certificates and transcript* <input type="radio"/> Others; please specify* </td> </tr> </table>				<input type="radio"/> Testamur <input type="radio"/> Statement of Attainment <input type="radio"/> Letter of Academic Progress* <input type="radio"/> Letter of Tuition Fee Paid* <input type="radio"/> Letter of Invitation* <input type="radio"/> Holiday Break letter*	<input type="radio"/> Record of Results <input type="radio"/> Completion letter <input type="radio"/> Re-Issue of Certificates and transcript* <input type="radio"/> Others; please specify*
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Note: *All requested letters will be issued within 5 working days from the receipt of payment. Please refer to updated fees and refund policy for the charges. (available on TEDI's website)					
Student Signature:		Date:			
Office Use only					
Received by:		Date:			
Academic Department Approval Name:		Sign and date			
Application Processed By: Name:		Sign and date			
Application Checked By: Name:		Sign and date			
Fees up-to-date:	<input type="radio"/> Yes <input type="radio"/> No				



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Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria - 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

Finance Department Approval Name:		Sign and date	
Comments:			