

Student Request Administration



STUDENT NAME: ID BADGE STUDENT NO.

COURSE: (please tick) AUDIO DTV EBM PMP DAN

SESSION: (please tick) AM PM EVENING

RESIDENTIAL ADDRESS:

Suburb/City State Country Postcode

PHONE: Home Mobile

EMAIL:

Request: Please tick your request and sign below

- A. Confirmation of Enrolment (a letter saying you study at JMC)
- B. Change: (please tick)
 - NAME ADDRESS EMAIL PHONE: (please circle one of the following) Home Work Mobile
 - Please change the above to:
- C. Make an Appointment to see staff member:
- D. Replace my Student ID Badge/ travel concession card (Cost = up to \$45.00)
- E. Go on Leave from to inclusive, give reason below
- F. Replace: (please tick and give details below)
 - MY TRANSCRIPT (\$15.00) MY TESTAMUR (Diploma or Associate Degree \$30.00 / Bachelor Degree \$40.00)
- G. Defer my course to recommence on Please give reason below.
- H. Withdraw from the course. Please give reason below.
- I. Other, being:

REASON:

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Documentation / Evidence attached.

Student's Signature: Date: / /

NOTE:

- Students may be asked to meet with the Campus Manager to discuss their request for withdrawal or deferment or leave.
- International students need to discuss their request with the Campus Manager and their agent as withdrawal, deferment or leave can alter their visa conditions.

YOUR REQUEST MAY TAKE AT LEAST 2 WORKING DAYS TO PROCESS

OFFICE USE ONLY			
PEPI file updated	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initial Date: / /
Financial statement forwarded to student:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initial Date: / /
ID Badge returned:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initial Date: / /
Rolls updated:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initial Date: / /
Studios & Library notified:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initial Date: / /
International CoE cancelled:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initial Date: / /