

STUDENT REQUEST ADMINISTRATION



Please print clearly in block letters using a ballpoint pen and complete all sections of this form.

Student Name: _____

Student Number: _____

Course (please tick) AUDIO FTV ENT MUSIC 3DAN GAMES

Group Number (if applicable): _____

Phone Number: _____

Email Address: _____

REQUEST (Please tick your request and sign below)

- Confirmation of enrolment (a letter saying you study at JMC)
- Change (please tick) NAME ADDRESS EMAIL PHONE
Please change the above to: _____
- Make an appointment to see staff member: _____
- Replace my Student ID Badge/Travel Concession Card (Costs apply)
- Go on Leave from _____ to _____ inclusive, give reason below.
- Replace (please tick & give details) Transcript (\$15) Testamur (Diploma \$30 / Bachelor Degree \$40)
- Defer my course to recommence on: _____ Please give reason below.
- Withdraw from the course. Please give reason below
- Other, being _____

REASON:

- Documentation/evidence attached

Student's Signature _____

Date / /

YOUR REQUEST MAY TAKE AT LEAST 2 WORKING DAYS TO PROCESS

CONDITIONS GOVERNING REQUESTS

- Students must refer to assessment obligations and eligibility specified in the current JMC Student Handbook before completing Student (Admin) requests.
- Submitting this request form to Administration does not constitute automatic approval.
- Your request will be dealt with according to standard JMC procedures and judged on merit against reasons, eligibility and valid supporting evidence submitted with this form.
- Check that you have signed, dated and completed the form, attaching any pertinent evidence. Evidence supplied at a later date may not be considered.

OFFICE USE ONLY

PEPI file updated	<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 / / _____
Notify International Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial _____	Date / / _____
MYJMC email cancelled	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial _____	Date / / _____