

## Request for Testamur and Statement of Attainment

Request for: ☐ Course Completion Letter ☐ Transcripts  
☐ Course Completion Certificate ☐ Statement of Attainment

### PERSONAL DETAILS

Student ID:

Given Name:

Family Name:

### HOME ADDRESS

Street:

Suburb:

State:

Postcode:

### CONTACTS

Phone No:

Mobile:

Email:

### COURSE DETAILS

Course Name:

☐ I will collect the document(s) from Rhodes College

☐ Please mail me the document(s) to the above Home Address

Student Signature:

Date:

Processing time is 4 weeks. Documents will be available for collection on Fridays after 3 pm.

### OFFICE USE ONLY

Date Received:

Received By:

Request Approved: ☐ Yes ☐ No

Date Processed:

PRISMS (eCOE) Updated: ☐ Yes ☐ No

Date Updated:

Correspondence sent to Student: ☐ Yes ☐ No

If Yes, Date Sent:

Documents Collected by Student: ☐ Yes ☐ No

If Yes, Student Initial :

Request for Testamur and Statement of Attainment	Version: 16.0	Issue Date: 10 July 2024	Review Date: 01 July 2025
Managed By: VET Coordinator	Authorized By: CEO		Page 1 of 1