



Section 3 – Authorisation RTO Manager or Student Support Officer						
I confirm the information is correct and certification can be issued:						
Name:				Position:		
Signature:				Date:		
Certificate Correct:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:		Date:		
Certificate/Letters Sent:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:		Date:		
Certificate/Letters Copy Filed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:		Date:		
Certificate picked up:	<input type="checkbox"/> Yes	Signature of Student:		Date:		
Finance Officer						
All Fees Paid:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:		Date:		