

## Certificate & Document Request Authority Form

## Section 1 – Student Details I understand that when completing this document that Pal Education has 7 days to complete this request Student Group **Student Name:** number: number: Qualification Code & Date: Title/ Course Name: **Qualification Code &** SMS has USI or no Title/ Course Name: documents can be printed **Qualification Code &** Student USI#: Title/ Course Name: Section 2 - Certificate Details Certificate to be Issued: **NON-Nationally Recognized Training:** Nationally Recognized Training: Letter of Completion Qualification: (including Certificate Award and Letter of Approved Leave Transcript of Results) Letter of Attendance Statement of Attainment Other please state: ( Units/ Modules if qualification not completed: (Can be supported by printout from SMS) **Unit/Module Code Unit/Module Name RTO Issued**



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