



STUDENT RECORDS REQUEST FORM

SECTION 1: Student Personal Details

Student Full Name:		Student ID:	
Gender:	☐ Male ☐ Female ☐ Others	Date of Birth:	
Email Id:		Phone No:	
Current Address:			
Course Code and Course Name:			
Course Start Date:		Course End Date:	

SECTION 2: Request Details (Student Use)

I would like to request for:

- | | |
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| ☐ Testamurs | ☐ Records of Results |
| ☐ Statement of Attainment | ☐ Completion letter |
| ☐ Letter of Academic Progress | ☐ Re-Issue of Testamurs & Records of Results* |
| ☐ Letter of Tuition Fee Paid | ☐ Enrolment Confirmation Letter |
| ☐ Letter of Invitation | ☐ Others; please specify |

Note:

- All AQF certification documentation including Qualifications (Testamurs and Records of Results) and Statements of Attainment (SOAs) is issued within 30 calendar days of the learner being assessed as meeting all requirements of the training product, in accordance with the *Standards for RTOs 2025* and the AQF Qualification Issuance Policy.
- AQF certification documentation (Testamurs, Records of Results, Statement of Attainment) is only issued where the learner: has completed the qualification or one or more units of competency from a qualification from which they have subsequently withdrawn; and has paid all agreed fees associated with the training product.
- This form applies to student-initiated requests such as letters, duplicate copies, re-issues, or additional records. The timing of this request does not affect the original issuance timeframe.
- Learners retain the right to **lodge a complaint or appeal** if they believe documentation has not been issued correctly, in accordance with *GI's Feedback, Complaints and Appeals Policy* and the *National Code 2018 Standard 10*.
- For further information, refer to GI's Student Handbook, Fees and Refund Policy, and Records Management Policy.

Student Signature:		Date Requested:	
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SECTION 3: Request Received By (Office Use Only)

Staff Name:	Sign:	Date:
Request Type: (A) Initial Request: ☐ YES ☐ No If Yes, go to Section 4 (B) Record Re-Issued: ☐ YES ☐ No If Yes, * The cost for re-issuing the Testamurs/ Records of Results/ Statement of Attainment is \$300 for each qualification. Has re-issuance fee paid ☐ YES ☐ No If Yes, attach payment receipt.		

SECTION 4: Document Collection Section (to be completed at the time of collection)

Collection Method: ☐ Collected in Person ☐ Emailed

Student Name: _____ **Collection Date:** _____ **Signature:** _____

SECTION 5: Staff Authorisation

Staff Member Providing Record:

Name: _____ **Signature:** _____ **Date:** _____

****If a duplicate or re-issued copy of a qualification document (e.g., Testamurs, Statement of Attainment, or Records of Results) is provided to the student, all previously issued versions of that document will no longer be valid and must not be used. Only the most recent document issued by GI will be recognised as the valid credential.***