



## Student Inquiry Form

1. Student Details:			
Title:		Student Number:	SLB _____
First Name:		Last Name:	
Mobile:			
Email:			
Address:	State	Postcode	
2. Reason for your inquiry			
Administration			
<input type="checkbox"/>	Change of Shift (Timetable)	<input type="checkbox"/>	Re-issue of Student ID Card
<input type="checkbox"/>	Enrolment Letter	<input type="checkbox"/>	Holiday Letter
<input type="checkbox"/>	CoE Amendments	<input type="checkbox"/>	Completion Letter
<input type="checkbox"/>	Interim Letter	<input type="checkbox"/>	Course deferral / suspension
<input type="checkbox"/>	Other (Please specify):		
Academic			
<input type="checkbox"/>	Certificate Request (ELICOS only)	<input type="checkbox"/>	Postage Certificate/Transcript/Statement of Attainment (Local)
<input type="checkbox"/>	Postage Certificate/Transcript/Statement of Attainment (Interstate)	<input type="checkbox"/>	Postage Certificate/Transcript/Statement of Attainment (Overseas)
<input type="checkbox"/>	Re-Issue of Certificate/Transcript/Statement of Attainment	<input type="checkbox"/>	Academic Credit Transfer Request
<input type="checkbox"/>	Assessment Late Submission	<input type="checkbox"/>	Re-Assessment (per unit of competency)
Details (this must be completed)			
Student signature:		Date:	

### SCA Bank Details:

<b>Account Name:</b>	Salisbury College Australia	<b>BANK</b>	ANZ (Australia and New Zealand Banking Group)
<b>Bank Address:</b>	6 The Boulevard, STRATHFIELD NSW 2135	<b>SWIFT CODE</b>	ANZBAU3MTRS
<b>BSB:</b>	012 401	<b>Account Number:</b>	400 814 388



## ADDITIONAL CHARGES

### Administration Items

Change of Shift (Timetable)	\$50.00
Re-issue of Student ID Card	\$20.00
Letters (Enrolment, Holiday, Completion and other type of letters)	\$50.00
Fee Extension (admin fee)	\$100.00
Release request	\$ 900.00
CoE Amendment Fees (Deferment Fees after the COE has been issued for an international student. A fee is payable to SCA if any of the details on the COE need to be altered and a new COE needs to be issued because of an error or change in the enrolment information submitted to SCA)	\$150.00
Late Payment of Tuition Fees (Business Days)	\$15.00/day

### Academic Items

Academic Credit Transfer Application	
Academic Credit Transfer Approval	\$150.00
Assessment Late Submission (Within 5 days of Assessment Due Date)	\$50.00
Postage Certificate/Transcript/Statement of Attainment (Local)	\$25.00
Postage Certificate/Transcript/Statement of Attainment (Overseas)	\$50.00
Postage Certificate/Transcript/Statement of Attainment (Interstate)	\$50.00
Re-Assessment (per unit of competency)	\$200.00
Re-Issue of Certificate/Transcript/Statement of Attainment	\$50.00

**All fees are non-refundable**  
*\*No American express and 1.5 % surcharge on Mastercard and Visa.*

## Office Use

**Only**

Approved  Not Approved

Reason below:

--	--

<b>Name of Officer:</b>	
<b>Signature of Officer:</b>	
<b>Date:</b>	

### Final Checklist

<input type="checkbox"/> All parties signed	<input type="checkbox"/> Copy placed on Wisenet Enrolment logbook
<input type="checkbox"/> Followed up the inquiry	<input type="checkbox"/> Payment made (if applicable)