

Credential Request and Clearance Form

Instructions to the student:

1. If this application form is incomplete, Swanston Institute may not commence or delay processing your request. One course per application form only.
2. If you have completed units from Swanston Institute, have Credit Transfers or applied for RPL's, please ensure that it has been completed with your Trainer/Assessor/relevant Swanston Institute Staff prior to lodging this form.
3. Any debts should be paid prior to lodging this form. Please allow 20 working days to process your request.
4. Please email the filled form and relevant documentation to Admin@swanston.edu.au or submit the form at reception.

Student Name:	
Student ID No.	
Course Code and Course Name:	
Unique Student Identifier (USI):	
Contact Number (Mobile):	
Email Address:	
Address:	

Document Requested

Please tick the appropriate box.

- ☐ Results
☐ Statement of Attainment
☐ Certificate
☐ Completion Letter

Others(Please Specify):

☐

Student Declaration:

This is to acknowledge that I have received the above documents from Swanston Institute. I also acknowledge that I have paid all fees and release the institute for responsibilities or any quit claims that may arise from this date onwards.

Student Signature:		Date:	
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ADMINISTRATION USE ONLY			
Approved from Accounts Department:			
Name:			
Signature:		Date:	
Processed by: (Records Department)			
Name:			
Signature:		Signature:	
Checked by: (Admin Manager) Please cross check all the details with axcelerate:			
Name:			
Signature:		Signature:	