

Student Request Form

Instructions to the student:

1. If this application form is incomplete, Swanston Institute may decide to not process your request or delay the processing.
2. One course per application form only.
3. Any outstanding balances should be cleared prior to lodging this application form.
4. Please allow ten (10) working days to process your request.
5. If your request requires priority processing, please complete this form entirely and also attach any supporting documents that may be applicable.
6. Please email the filled form and relevant documentation to Admin@swanston.edu.au

Applicant's Details:			
Student ID Number:		Date of Birth:	
Surname:			
First Name/s:			
Home Address:			
Mobile Number:			
Email Address:			

Request:			
Student Signature:		Date:	

FOR OFFICE USE ONLY			
<u>Accounts Department</u>			
Approved By:		Date:	
Remarks:			
<u>Administration Department</u>			
Processed By:		Date:	
Remarks:			