# STANLEY COLLEGE

# STUDENT REQUEST FORM (SRF)

**\*This form must be completed and returned to either a member of our Student Services Team in person or via email to studentservices@stanleycollege.edu.au**

## 1. PERSONAL DETAILS *(fields marked with an \* must be completed)*

| Title | ☐ Mr | ☐ Mrs | ☐ Ms | ☐ Miss | Gender | ☐ Male | ☐ Female |
|---|---|---|---|---|---|---|---|
| **\* Last Name** | | | | | **\* First name** | | |
| **\* Student ID** | | | | | **\* Date** | | |

## 2. CONTACT DETAILS

| What is your current Residential Address? | |
|---|---|
| | **Suburb** _____ **Postcode** |
| **\* What is your Mailing Address?** **(If same as above put as above)** | |
| | **Suburb** _____ **Postcode** |
| **Mobile Number** | **Email Address** |

## 3. REQUEST *(Tick one of the following)*

☐ **Holiday Letter**

☐ **Enrolment Status Letter**

☐ **Family Invitation Letter**

☐ **WBT Confirmation Letter**

☐ **Release Letter**

☐ **Change in Timetable**

☐ **Request for Leave during Study Period**

☐ **Other (Specify)**

_____

## 4. DETAILS OF REQUEST *(Provide details of your request in the space below and attach any supporting documents)*

**All Student Request Forms are actioned within 10 working days; you will be notified of the outcome regarding your request.**

**Student's Signature** _____     **Date** _____

## 5. OFFICE USE ONLY

| **\* Receiving Officer** | | **Position** | | **Date** | |
|---|---|---|---|---|---|
| ☐ **Request analysed with Senior Management (if required)** | **Senior Management (Name & Designation)** | | | **Date** | |
| **Further Notes (if required)** | | | | | |
| **Outcome** | ☐ Approved | ☐ Not Approved | | ☐ Scanned & Uploaded to eBecas | |