

Credential Request and Clearance Form



**COLLINS
INTERNATIONAL COLLEGE**
MELBOURNE

CRICOS CODE:03887J RTO CODE:45652
Career Solutions Group Pty Ltd The Trustee for Career Solutions Trust

Instructions to the student:

1. If this application form is incomplete, Collins International College may not commence or delay processing your request. One course per application form only.
2. If you have completed units from Collins International College (CIC), have Credit Transfers or applied for RPL's, please ensure that it has been completed with your Trainer/Assessor/relevant CIC 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 reception@collins.vic.edu.au or submit the form at reception.

Student Name : _____
Student ID : _____
Course : _____

| Document Requested | Please Tick (✓) |
|-------------------------|-----------------|
| Results | |
| Statement of Attainment | |
| Certificate | |
| Completion Letter | |
| Others(Please Specify): | |

Unique Student Identifier : _____
Contact Number (Mobile) : _____
Email Address : _____
Address : _____

Student Declaration: This is to acknowledge that I have received the above documents from Collins International College (CIC). 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 _____ Date _____

Checked by: (Admin Manager) Please cross check all the details with Wisenet.

Name: _____ Signature _____ Date _____