

STUDENT REQUEST FORM



Complete this form in BLOCK LETTERS.

This form must be returned to AIA Student Service team via email at studentservices@analyticsinstitute.edu.au.

STUDENT DETAILS

Student Name:	<input type="text"/>
Student ID Number:	<input type="text"/>
Email Address:	<input type="text"/>
Date of Birth:	<input type="text"/>
Current Course of Study:	<input type="text"/>
Course Start Date:	<input type="text"/>

REQUEST DETAILS

Type of Request:	<input type="checkbox"/> Student ID Card Replacement	<input type="checkbox"/> Access Card Replacement
	<input type="checkbox"/> Interim Academic Transcript	<input type="checkbox"/> Academic Transcript Reissuance
	<input type="checkbox"/> Testamur Reissuance	<input type="checkbox"/> Postage of document
Reason for Request:	<input type="text"/>	

Note: Please refer to the [AIA Ancillary Fee](#) documentation for a detailed overview of the applicable fees and charges related to your request.

PAYMENT OPTIONS

Option 1: Telegraphic Transfer (Wire remittance)

Using the following bank account details:

Bank Name	Westpac
Address	Level 11, 150 Collins St, Melbourne VIC 3000
BSB No.	033 – 364
Account No.	979 – 556
Account Name	Analytics Institute of Australia
SWIFT No.	WPACAU2S

Note:

- Please include your Student ID number as a reference on your remittance to Analytics Institute of Australia.
- Payments made using this method may incur a bank charge of up to AUD\$50.

Option 2: Bank Draft/Cheque

Bank drafts / cheques should be made payable to Analytics Institute of Australia. Please ensure that your family name(s), given name and Student ID number are written on the back of the bank draft/cheque for faster processing.

Option 3: Credit Card

Only credit cards issued in Australia are accepted. Overseas credit cards will not be accepted. Please contact Analytics Institute of Australia for credit card payment procedure.

Note: Payments made using this method may incur a surcharge of up to 1.50%

STUDENT DECLARATION

I hereby state that the above information provided by me is true and correct.

Student Signature:

Date:

PRIVACY STATEMENT

Analytics Institute of Australia collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or unit(s) of study. We may not be able to process your request if you do not provide all the information requested on this form. We may disclose personal information about you in accordance with our Privacy Policy including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you or make a privacy complaint.

FOR OFFICE USE ONLY

Form received Date:

Received by:

Request Status:

Approved

Declined

Comments:

Approver's Name:

Approver's Signature:

Date: