



Australian College of Culinary and Management

RTO Provider No- -45886 – CRICOS Provider No-04038J

Student Qualification and SOA Issuance & Exit Form

STUDENT DETAILS

Student ID: CNY3000

Family Name:

Middle Name:

Given Name:

Course Name/Code

Course Start Date:

Course End Date:

Request for (please tick) Completed Qualification/Certificates Statement of Attainment
 Course Completion Course Withdrawal
 Transcript

Student Signature:

Date: __/__/____

Note:

- As relevant please 'Tick' in the form below.
- Complete and attach the AQTF Learner Survey and ACCM End of Course Survey along with this Exit form surveys along with this request form.
- To issue your Qualification/SOA within **10 Working days** from the date of the submission of your form provided you have successfully **achieved competencies** in the course/units and cleared all your due fees for the course for which you have submitted this request.

For Office Use ONLY - Processing Checklist (to be processed within 10 working days}

Student not having any outstanding tuition fee, if yes then please outstanding amount should be paid first.

Yes If Yes \$_____, student has to clear all overdue No

Please check these documents:

- Academic file has all the assessments.
- Have the results for all the assessments
- All results accurately recorded in the SMS (Wisenet)
- Credit Transfer Units Checked on SMS & file
- AQTF Learner Survey completed
- ACCM End of Course Survey completed

Qualification / SOA details verified and processed by ACCM Staff:

Staff Name : _____

Date: __/__/____