Student Request Form

Instructions to the student:

1. If this application form is incomplete, SPI 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 reception@spi.vic.edu.au

APPLICANT'S DETAILS

Student ID Number		**Date of Birth**	
First Name/s			
Last Name			
Home Address			
Mobile Number			
Email Address			

REQUEST

1. Please outline below your request:

Students Signature: **Date:**

FOR OFFICE USE ONLY

Accounts Department

Approved By:	**Date:**
Remarks:	

Administration Department

Processed By:	**Date:**
Remarks:	