

PFS19 Student Request Form

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|----------------------|--|---------------------------|--|
| Student Name: | | Student ID Number: | |
| Mobile: | | Email: | |
| Course: | | | |

| Nature of Request / Documents Required (Please check the box) | |
|---|--|
| <input type="checkbox"/> | Adjusted payment plan, please specify (<input type="checkbox"/> Weekly, <input type="checkbox"/> Fortnightly, <input type="checkbox"/> Monthly) |
| <input type="checkbox"/> | Release letter/cancelled CoEs |
| <input type="checkbox"/> | Enrolment Letter |
| <input type="checkbox"/> | Holiday letter for working purpose |
| <input type="checkbox"/> | Reference Letter |
| <input type="checkbox"/> | Statement of Attainment |
| <input type="checkbox"/> | Class transfer |
| <input type="checkbox"/> | Visa extension letter |
| <input type="checkbox"/> | Course Completion Letter |
| <input type="checkbox"/> | Course Progress Letter |
| <input type="checkbox"/> | Re-issuance of student ID card (fee of \$20 applies) |
| <input type="checkbox"/> | Other. Please specify: _____ |

| PLEASE NOTE THE FOLLOWING | | | |
|---|--|--------------|--|
| <ul style="list-style-type: none"> It takes approx. 14 working days to produce most documents. Non-submission of assignments will delay process of producing Statement of Attainment. Your payments must be up-to-date in order for your request to be processed A processing charge of \$20 applies to students not currently enrolled at PARAGON POLYTECHNIC | | | |
| Student Signature: | | Date: | |

| Official Use Only | |
|--------------------|---|
| Finance Department | <input type="checkbox"/> No outstanding fees <input type="checkbox"/> There is outstanding fee of _____ MUST BE CLEARED \$20 Processing Fee (for non-current students) <input type="checkbox"/> Paid <input type="checkbox"/> N/A (current student) |
| Admin Department | <input type="checkbox"/> Issued and saved in student folders |