



Australian College of Culinary and Management
ACCM

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:

Family Name:

Middle Name:

Given Name:

Course Name/Code

Course Start Date:

Course End Date:

Request for (please tick)

Completed Qualification

Statement of Attainment

Course Completion

Course Withdrawal

AQTF Learner Survey

ACCM End of Course Survey

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

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
- Credit Transfer Units Checked on SMS & file
- The Form and Surveys forwarded to Course Coordinator

Qualification / SOA details verified and processed by Student support/Academic manager

Name

Sign

Date:

Certificate / SOA received by the Student Sign:

Date:

Note: Please file this completed form and the copy of the documents on the Student Admissions File.