



Australian Academy of Trades Pty Ltd  
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 RTO Code: 41174  
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**REQUEST FOR STATEMENT OF ATTAINMENT**

Please allow approximately two (2) working days for processing this request.

**STUDENT PERSONAL DETAILS**

METRO IDENTIFICATION NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

GIVEN NAME (Please print): \_\_\_\_\_ FAMILY NAME: \_\_\_\_\_

CONTACT TELEPHONE NUMBER: \_\_\_\_\_

**Mailing address** (statement of attainment will be sent to this address if requested)

STREET ADDRESS: \_\_\_\_\_

SUBURB/TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

POST CODE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**COURSE DETAILS**

COURSE TITLE: \_\_\_\_\_

Which period did you start and complete this course? \_\_\_\_\_

**REASON FOR REQUEST OF STATEMENT OF ATTAINMENT**

I require a statement of attainment for the following reason:

Attendance issues    Study Loan    Invitation of Family Member

Other (Please specify) \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Office Use Only**

Date received: \_\_\_/\_\_\_/\_\_\_      Statement of attainment collected?  Yes    No

Statement of attainment prepared?  Yes    No      Signature: \_\_\_\_\_      Date: \_\_\_/\_\_\_/\_\_\_

Note:

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