



Bayside International College

Australian English Colleges Pty Ltd
(trading as Bayside International College)

ABN 72 606 814 019

RTO Code: 45215 | CRICOS Provider Code: 03630A

Mascot Campus: G03, 247 King St., Mascot Sydney NSW 2020

Bondi Campus: Level 1, 133 Oxford Street, Bondi Junction, NSW 2022

Darwin Campus: 19 Kitchener Drive, Darwin City, NT 0800

T: +61 2 9667 1458 E: info@bic.edu.au W: www.bic.edu.au

Student Request Form

Please complete this form and return it to the Student Services in person or via email at support@bic.edu.au.

PERSONAL DETAILS					
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other _____
Student ID				Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
First Name					
Last Name					
CONTACT DETAILS					
Residential Address					
	Suburb			Postcode	
Mobile			Email Address		
REQUEST <i>(Tick one of the following)</i>					
<input type="checkbox"/> Enrolment Study Letter <input type="checkbox"/> Holiday Letter <input type="checkbox"/> Change in Timetable			<input type="checkbox"/> Change in Contact Details <input type="checkbox"/> Other (Specify) _____		
DETAILS OF REQUEST <i>(Provide details of your request below and attach any supporting documents)</i>					

Select one of the following below:

- All the documents will be processed within 10 business days after the submission of this form.
 Priority Pick up \$50 (within 3 business days)

DECLARATION	
Printed Full Name:	
Date:	Signature:

OFFICE USE ONLY

Printed Full Name:	
Position:	
<input type="checkbox"/> Granted	<input type="checkbox"/> Declined
Date:	Signature: