Request for HECS or Domestic Fee Related Letters or Documents

This form should be used where you have been asked to provide documentation of your enrolment status and/or study load for the purpose of Centrelink or, if you require copies of a previously issued document from the Domestic Compliance, HECS and Fees (Health Sciences students should contact Student Central at Lidcombe campus (telephone 02 9351 9161)); such as, a Commonwealth Assistance Notice (CAN), Student Financial Statement. Please note: receipts of payment can be obtained by contacting Revenue Services on (02) 9351 5222.

Personal Details

Student Identification Number (SID) __________________________

Family Name ______________________________________      Given Name(s) _______________________________________

Date of Birth

Day    Month    Year                                      Contact Telephone ________________________________

Course of study (e.g. Bachelor of Arts) _____________________________________________________________

Request Details

I require the following HECS or fee related document(s):

(Specify the period for which the document(s) should include) Year(s)       Semester(s)

☐ Letter for the purposes of Centrelink confirming my ☐ enrolment status; and/or ☐ study load _______    _______

☐ Commonwealth Assistance Notice (CAN) _______    _______

☐ Student Financial Statement* _______    _______

☐ RTS consumption letter for research students _______    _______

☐ Other (If you require any documents other than those listed above, please contact the Domestic Compliance, HECS and Fees Office prior to submitting your request) _______    _______

(Please specify) ________________________________________________________________

*Statements issued prior to 1st January 2014. Information regarding the current year can be obtained by logging into Sydney Student.

Delivery Details (Please allow 3-5 business days to process from date of receipt)

☐ I will collect the letter/document from the Student Centre (Level 3, Jane Foss Russell Building - G02)

☐ I authorise the following person to collect it on my behalf _____________________________________________

☐ Please post the letter/document to: __________________________________________________________________

☐ Please email the letter/document to: ____________________________________________________________(PDF Format)

Signature _____________________________________________ Date __________ / __________ / __________

Office Use Only

Request Processed ☐  Received Stamp Here

Date _______________     Staff Initial __________________________