

## Certificate & Financial Release Form (for Each Group or a Student That has Withdrawn)

### SECTION 1 – Course Details

<b>Course/Student Name:</b>		<b>Group No.</b>	
<b>Trainer Name:</b>		<b>Date:</b>	

### SECTION 2 – Instructions

This Certificate & Financial Release Form must be filled out within 2 weeks of the ending of a group or at the time of withdrawal of a student from The Australian Institute of Commerce and Technology. This register must be signed by Finance Officer, Student Support Officer and if required RTO & Compliance Manager. This register will be filed in the Group number file.

### SECTION 3 – Student Information – Student Support Officer only

### Finance Officer Only

USI Yes/No if No do not issue certificates	Student Name	Certificate Issued Yes/no	If No, Why? Incomplete Withdrawn	Student Contacted Yes/no	Contact Type? Email SMS	Statement of Attainment issued? Yes/No	All Fees Paid Associated with This Qualification Yes/No – If No do not issue documentation	Signature
		Yes		Yes	Email PowerPro		Yes	
<b>Student Support Officer name:</b>				<b>Signature:</b>			<b>Date:</b>	
<b>RTO Managers name:</b>				<b>Signature</b>			<b>Date:</b>	