

OFFICIAL SCHOOL DOCUMENT(S) REQUEST FORM

Please submit the completed form to Student Services and make the necessary payments prior to collection. It will take 5 – 7 working days for your request to be processed. If you are unable to collect the documents in person, you must issue an authorisation letter for your representative.

Date of Request: _____
Student's Name: _____ Year Group / Form: _____

Document(s) Requested

Document Type	Details	No. of Copies	Fee Per Copy (excl GST)	Amount (S\$)
Letter of Certification / Enrolment / Entry Visa			N.A.	N.A.
Progress Report / Report Card	Academic Year: _____ Semester: _____		S\$ 5.00	
School Transcript <i>*applicable only for Year 7-13 learners</i>			S\$ 5.00	
Mode of Collection (Please tick)			Charges (excl GST)	
<input type="checkbox"/> Self collection			N.A.	N.A.
<input type="checkbox"/> Mail to home address *			N.A.	N.A.
<input type="checkbox"/> Mail to other locations *	<input type="checkbox"/> Registered Airmail		S\$10	
	<input type="checkbox"/> Courier		S\$35	
			Total	
			Total (incl GST)	

*Address to be delivered to

ACKNOWLEDGEMENT (if collected in person)

Name and Signature of Recipient

Date of Collection

ID issued by (Name and Signature)

FOR OFFICIAL USE ONLY

To be Completed by Student Services			
Date of Receipt:		Received by:	
		<i>(Name and Signature)</i>	

To be Completed by Finance			
Payment Date:		Received by:	
		<i>(Name and Signature)</i>	
Amount Paid:		Receipt No.:	