

Student Qualification/SOA Issuance & Exit Form

STUDENT DETAILS	
First Name:	Family Name:
Course Name:	Student ID:
Course Start Date: / /	Course End Date: / /
Request for: <input type="checkbox"/> Completed Qualification <input type="checkbox"/> Statement of Attainment <input type="checkbox"/> Food Safety Certificate	
Surveys Completed and attached: <input type="checkbox"/> AQTF Learner Survey <input type="checkbox"/> PAX End of Course Survey	
Student Signature:	Date: / /
What to do next <ul style="list-style-type: none"> As relevant please 'Tick' in the form below; Complete and attach the AQTF Learner Survey and PAX End of Course Survey along with this Exit form surveys along with this request form; PAX will endeavor to issue your Qualification/SOA within 10 Working days from the date of the submission of your form provided you have successfully achieved competencies in the course/units and cleared all your due fees for the course for which you have submitted this request; After filling the form and survey, kindly verify the documents duly completed at the reception. Following that please go the Receivable office on Level 16 for fee clearance. Once Finance clearance is done then submit the form with the Academic Officer on Level 16. 	
For Office Use ONLY - Processing Checklist (to be processed within 10 working days)	
Request Form Received by Finance On: / /	All Dues Paid (please circle): Yes / No Finance Officer Sign: Date: / /
Completion of a course (please tick)	Withdrawal from a course (please tick)
<input type="checkbox"/> Academic file has all the assessments <input type="checkbox"/> Have the results for all the assessments <input type="checkbox"/> All results accurately recorded in the SMS <input type="checkbox"/> Credit Transfer Units Checked on SMS & file <input type="checkbox"/> Certificate can be issued	<input type="checkbox"/> Academic file has all the assessments <input type="checkbox"/> Have the results for all the assessments <input type="checkbox"/> All results up to withdrawal date, recorded in the SMS <input type="checkbox"/> Incomplete units recorded as withdrawn in the SMS <input type="checkbox"/> Statement of Attainment can be issued
Academic Officer: Request Form Received on: / / Academic File and Results verified on: / / The Form and Surveys forwarded to Course Coordinator by - Sign: Date: / /	
Form and Surveys received by Course Coordinator on: / / Qualification Requirements as per TP verified (ONLY for Completion of a course): <input type="checkbox"/> Core units COMP <input type="checkbox"/> Elective Units COMP	
Completion of a course (please tick)	Withdrawal from a course (please tick)
<input type="checkbox"/> Certificate + Statement of Results + Completion Letter <input type="checkbox"/> Credit Transfer Units verified on SMS <input type="checkbox"/> Name spelt correctly as per passport <input type="checkbox"/> Qualification code and name accurate <input type="checkbox"/> Completion date is accurate on PRISMS & SMS	<input type="checkbox"/> Statement of Attainment ONLY <input type="checkbox"/> Name spelt correctly as per passport <input type="checkbox"/> Qualification code and name are accurate <input type="checkbox"/> Withdrawal date is accurate on PRISMS & SMS
Qualification / SOA details verified and processed by Course Coordinator Sign: Date: / /	
Certificate / SOA received by the Student Sign: Date: / /	
Note: Please file this completed form and the copy of the documents on the Student Admissions File.	