



HECS or Domestic Fee Related Letter or Document Request

Please return the completed form to the Student Centre

Student Number:

The Student Centre
Level 3, Jane Foss Russell Bldg., G02
The University of Sydney NSW 2006
Email: hecs.office@sydney.edu.au

Complete this form if you require one of the documents outlined in the request details below.

Do not complete this form if you require a Centrelink letter for:

- the current year. Download a Certificate of Current Enrolment in Sydney Student (go to 'My Studies', then 'Enrolment', then 'View Your Enrolment Certificate')
- exchange units. Contact Sydney Abroad at sydney.abroad@sydney.edu.au
- FHS Abroad exchange units. Contact FHS Abroad at fhs.abroad@sydney.edu.au

Personal Details (complete all fields)	
Surname:	Given Name(s):
Date of Birth: <div style="text-align: center; font-size: small; margin-top: 5px;"> DD MM YYYY </div>	Phone Number:
Course of Study (e.g. Bachelor of Arts):	
Request Details (tick all that apply)	
<div style="text-align: right; font-weight: bold; font-size: small;">Semester(s) (e.g. 1 or 2) Year(s) (e.g. 2016)</div> <input type="checkbox"/> Centrelink letter for <u>previous years</u> confirming enrolment status and study load <input type="checkbox"/> Commonwealth Assistance Notice (CAN) <input type="checkbox"/> Student Financial Statement <input type="checkbox"/> RTS / RTP consumption letter for research students <input type="checkbox"/> Other (please explain below and/or attach documents if required):	
Delivery Details (allow five business days for processing from the date of receipt)	
Your letter or document(s) will be emailed to your University email address.	
Signature:	Date:
Privacy Statement	
<p>The University will collect, manage, use and disclose personal information in accordance with relevant legislation. The Information Protection Principles contained in the NSW Privacy and Personal Information Protection Act 1998 governs all matters related to personal information in the University.</p> <p>The information collected is used solely for the purpose of providing you with the letter / document requested.</p>	