

GENERAL REQUEST FORM

This form should be filled by students if they wish to lodge a general request at MIA, please note that all requests are subject to MIA's policies and management approvals. Please fill out one form for each request.

PERSONAL DETAILS			
Student name:	(As appeared on your student card or passport)		
Student ID:			
Course enrolled:			
Course Duration:	Start Date:	End Date:	
CONTACT DETAILS			
Address:			
Suburb:		State:	Postcode:
Mobile:		E-mail:	
ENQUIRING DIVISION			
☐ Administrative	☐ Academic	☐ Financial	☐ Others
Details of the request (Reason):			
Student's Signature:		Date:	
OFFICE USE ONLY <i>(Please tick on boxes where applicable)</i>			
Outcome:	☐ Approved	☐ Declined	☐ Pending
Action/Process required:			
Approved by:	Signature:	Date:	