



# CERTIFICATE REQUEST FORM

[www.acthstudy.lk](http://www.acthstudy.lk)

## STUDENT INFORMATION

Surname:  First Name:

Address:

Email Address:  Phone Number:

Student ID:

## DOCUMENT REQUESTED

Certificates of Completion

- Operational Excellence
- Fundamentals of Excellence
- Inspirational Leadership

## REASON FOR REQUEST

Please write IN DETAIL the reason for your request:

Student Signature:  Date:

Staff Signature:  Date Received:

Staff Comments:

## OFFICE USE

### APPROVALS

Approved  Not Approved

Staff Signature:

Date:

Communication log on ACTH Connect:

Yes  No

**Please Note:** Requests submitted before Thursday 12 noon will be ready for collection after Friday 12 noon. If students require documents on demand (immediately) from the Administration. If students need the documents mailed, they will be required to submit a pre-paid, self-addressed express post envelope.

**NO Documents will be provided until ALL fees and fines are paid.**