



# CERTIFICATE REQUEST FORM

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

## STUDENT INFORMATION

Surname:  First Name:

Address:

Email Address:  Home Ph No:

Student ID:  Mobile Ph No:

## DOCUMENT REQUESTED

Certificates of Completion

<input type="checkbox"/> Master Barista	<input type="checkbox"/> Diploma of Hospitality Management
<input type="checkbox"/> Professional Bartender	<input type="checkbox"/> Certificate in Food & Beverage Services
<input type="checkbox"/> Professional Waiter	<input type="checkbox"/> Digital Marketing
<input type="checkbox"/> Front Office	<input type="checkbox"/> Basic Training Courses
<input type="checkbox"/> Food Safety	

## 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

Pickup

Courier (Payment Required)

**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.**