

OFFICIAL SCHOOL DOCUMENT(S) REQUEST FORM

Please submit the completed form to Student Services and make the necessary payments prior to collection. It will take 5 – 7 working days for your request to be processed. If you are unable to collect the documents in person, please send an email to studentservices@nexus.edu.sg, with the details of your representative.

Date of Request: _____

Learner's Name: _____ Class: _____

Requestor's Details

Name: _____ Mobile #: _____

Relationship to Learner: _____

Email Address: _____

Document(s) Requested

	No. of Copies	Fee Per Copy (excl GST)	Amount (S\$)
<input type="checkbox"/> Letter of Certification / Enrolment / Entry Visa		N.A.	N.A.
<input type="checkbox"/> Progress Report / Report Card	-	S\$ 5.00	
Academic Year: _____ Semester: _____			
<input type="checkbox"/> School Transcript *applicable only for Year 7-13 learners		S\$ 5.00	
Total (incl GST)			

Please note that courier charges apply to documents that require delivery.

Address to be delivered to: _____

Recipient's Contact Details:

Name: _____ Mobile #: _____

Email Address: _____

ACKNOWLEDGEMENT (if collected in person)

Collected By:

Issued By:

Name and Signature

Name and Signature

CONFIDENTIALITY POLICY

Data and Information collected will be treated as confidential and is for official use by the School only. Unless requested by government agencies, written permission will be obtained from you if the data is used for purposes beyond the original intent.

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