

Student Academic Records Request Form



*** NOTE: Please allow ten (10) business days for processing**

APPLICANT DETAILS:

Student ID Number:			
Full Name(s):			
Email Address:		Mobile No.:	
Address:	Unit/Flat No.	Street No.:	
Street Name 1			
City/Suburb:	State:	Postcode:	

Reason for Request: Please place a tick next to your selection and reason below

1. I have graduated or finished my course

- Issue a **Certificate and Transcript**
- Issue a **Statement of Attainment** showing units of competency achieved
- Issue a **Student Enrolment Status Letter** - showing start date, mode of study, course name and expected completion date.
- Issue a **Student Enrolment Holiday Letter** - Study Break Period to evidence a formal break period within a course.

2. Re-issue a lost qualification

Details of Course: _____
 Year Completed: _____
 (*VET Certificate **AUD\$30.00**, *Transcripts **AUD\$30.00**)

3. I would like to obtain copies of my documents by:

- Collecting personally from Campus
- Registered Post within Australia **AUD\$25.00** Posted to the address listed on this form
- Registered Overseas Postage **AUD\$40.00** Posted to the address listed on this form.
- Courier Delivery (Within Australia Only) **AUD\$40.00** Couriered to the address listed on this form

I understand that my documents cannot be issued until I have paid all relevant charges and have no other debts outstanding.

Student Signature: _____ Date: ____/____/____

OFFICE USE ONLY Charges paid and no other outstanding debt? <input type="checkbox"/> Yes <input type="checkbox"/> No Document prepared by: _____ Posted/ Couriered: <input type="checkbox"/> N/A <input type="checkbox"/> Yes TRN: _____ Signature: Date:	ADDITIONAL APPROVAL REQUIRED FOR FORMAL QUALIFICATIONS (*CEO) <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Date: Signature: _____
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Collection Signature (student):	Date Collected:
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