ACADEMIC RECORD REQUEST FORM

PERSONAL DETAILS

Student Number:	
Given Name:	
Family Name:	
Email Address:	
Mobile:	
Address:	

DOCUMENT REQUESTED

(Please place a tick ☑ next to your selection and reason below)

☐ Statement of attainment	☐ Confirmation of enrolment letter	☐ Certificate and Final Academic Transcript	☐ Holiday letter
☐ Reissue student card- $20	☐ Reissue of Qualification/Transcript-$50	☐ Completion letter	☐ Other _____

I would like to obtain copies of my documents by:

☐ Collect them personally from Campus

☐ Email (*Not available for formal qualifications)

☐ Registered Post or Overseas Postage AUD$25.00 Posted to the address listed on this form.

Reason for letter and/or reissue of qualification/transcript:

PLEASE ALLOW UP TO 10 WORKING DAYS FOR PROCESSING OF DOCUMENTS AND LETTERS.
ALL FEES, INCLUDING TUITION FEES MUST BE UP-TO-DATE FOR REQUESTS TO BE PROCESSED.
THE COLLEGE WILL NOTIFY DEPARTMENT OF EDUCATION, DEPARTMENT OF HOME AFFAIRS AND THE DEPARTMENT OF INDUSTRY ABOUT STUDENT'S COURSE COMPLETION

DECLARATION

I declare that all the information I have given above is correct and complete. I confirm that I have read all the terms and conditions and agree to abide by those rules and any subsequent amendments.
If any information is false or has been withheld I accept that this may cause cancellation of my enrolment and/or further consequences.

Student Signature: **Date:**

OFFICE USE ONLY

Academic Manager Checked	☐Completed ☐Not Completed ☐Partial Completed
Academic Manager signature:	Date:
Outstanding Fees Checked:	☐ Yes ☐No By:
Amount Paid:	$ Receipt No:
Student's File Updated:	☐Yes ☐No By:
Prisms Updated:	☐Yes ☐No By:
Comment:	