

# Request for Statement of Academic Record



**All debts must be cleared before your statement of academic record will be issued**

All Academic Transcripts are currently free of charge.

**Graduates** will be provided with one (1) copy of their Statement of Academic Record free at Graduation.

**Mailing Charges** *Surface Mail* within Australia or overseas is free

*Express Post* \$5 within Australia or \$15.00 for international express post.

## Student Details

Student Number:

Family Name: \_\_\_\_\_ Other Name(s) \_\_\_\_\_

Previous Name is applicable: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Program: \_\_\_\_\_

## Mail/Collection Details

Please tick:  Mail  Collect

Number of statements required \_\_\_\_\_

## Where would you like your transcript sent?

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

Express Post (As per above cost)  Yes  No

## CREDIT CARD PAYMENT DETAILS

Mastercard  Visa

**Academic Record Request**

Cardholder's Name: \_\_\_\_\_ Expiry date of card

(mm/yy)

**TOTAL AMOUNT TO BE CHARGED AGAINST CREDIT CARD \$** \_\_\_\_\_

Card No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

Ordered: \_\_\_\_\_ Posted: \_\_\_\_\_

Student Indebted  Yes  No