



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)

- | | | |
|---|---|--|
| <input type="checkbox"/> Statement of attainment | <input type="checkbox"/> Confirmation of enrolment letter | <input type="checkbox"/> Certificate and Final Academic Transcript |
| <input type="checkbox"/> Reissue student card- \$20 | <input type="checkbox"/> Reissue of Qualification/Transcript-\$50 | <input type="checkbox"/> 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.
NSW BUSINESS COLLEGE WILL NOTIFY DEPARTMENT OF EDUCATION, DEPARTMENT OF HOME AFFAIRS
AND THE DEPARTMENT OF INDUSTRY ABOUT STUDENT'S COURSE COMPLETION

STUDENT 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	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed <input type="checkbox"/> Partial Completed
Academic Manager signature:	Date:
Outstanding Fees Checked:	<input type="checkbox"/> Yes <input type="checkbox"/> No By:
Amount Paid:	\$ Receipt No:
Student's File Updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No By:
Prisms Updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No By:
Comment:	