



## Student Academic Records Request Form

Student Details:	
First Name:	Last Name:
Email:	Mobile:
Course Name:	
Intake Date:	Rosehill Student ID:
Address( <i>please specify if you choose to collect by post</i> ):	

Request Details (please tick the type of academic record requested):
<input type="checkbox"/> Confirmation Letter (showing enrolment status, start date, expected completion date, and course duration)
<input type="checkbox"/> Transcript (showing final academic transcript with all units of competency)
<input type="checkbox"/> Interim Transcript (showing student's current transcript)
<input type="checkbox"/> Statement of Attainment (showing units of competency achieved)
<input type="checkbox"/> Testamur (showing student has fulfilled the requirements of a VET qualification)

Reason for request:
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>

\*Students are responsible for keeping all physical academic record issued by the College upon graduation. Re-issue lost Testamur \$100/copy. Re-issue Transcript/Statement of Attainment \$30/copy.

Methods of obtaining the documents:
<input type="checkbox"/> Collect document(s) in person at campus
<input type="checkbox"/> Email(not available for formal qualification)
<input type="checkbox"/> Registered Post or Overseas Post AUD\$25 (Courier delivery within Australia AUD\$40).

All requests will be processed within 7 working days from the day of submission.

### Declaration

I understand that my requested academic records cannot be issued until all Fees are paid and no other Fees overdue.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Office Use Only	
Approval from DOS for formal qualifications <input type="checkbox"/> Yes <input type="checkbox"/> No	
DOS Signature: _____	Date: ____/____/____
Relevant Fees paid and no Fees overdue: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Posted (if applicable) <input type="checkbox"/> Yes (Tracking Number: _____) <input type="checkbox"/> No	
Document(s) prepared by: _____ Signature: _____	
Position: _____ Date: ____/____/____	