Student Academic Records Request Form

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

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

Reason for request:
_____
_____

*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:
☐ Collect document(s) in person at campus
☐ Email(not available for formal qualification)
☐ 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/Principal for formal qualifications   ☐ No
DOS/Principal Signature:_____   Date:_____/_____/_____
Relevant Fees paid and no Fees overdue: ☐ Yes   ☐ No
Posted (if applicable)   ☐ Yes (Tracking Number:_____)   ☐ No
Document(s) prepared by:_____   Signature:_____
Position:_____   Date:_____/_____/_____