

Request for Academic Transcript or Reissue Testamur/Qualification

PERSONAL AND DELIVERY DETAILS

| | | | |
|---|---|---------------------------------|---|
| Family name: | | Other Names: | |
| Student number: | Campus: | Date of Birth: | |
| Email: | | Contact Number: | |
| Preferred delivery*: | <input type="checkbox"/> Pick up <input type="checkbox"/> Mail (standard) | Additional option: (fees apply) | <input type="checkbox"/> Express Post |
| Postal Address: | | | |
| Suburb: | | State: | Postcode: |
| Country: (only required if mailing outside Australia): | | Additional option: (fees apply) | <input type="checkbox"/> Overseas Courier |

COURSE DETAILS (separate application per course)

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|-----------------------|----------------------|
| Course title: | |
| Year of commencement: | Final year of study: |

REQUEST DETAILS (please indicate)

Turnaround times do apply depending on year of study/completion: Current or previous year of study allow 5 - 10 working days to process. Allow 10 – 20 days for students who completed studies 2 or more years prior, depending on archive retrieval.

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| <input type="checkbox"/> \$30 each | No of copies: | Academic Transcript: a formal signed academic transcript includes institution/award accreditation, year of attempt, all units of study results, course completion and / or conferral of award or last semester of attempted study. Please note that all results including FAIL and grades awarded will be included. |
| <input type="checkbox"/> \$50 | | Testamur or Qualification/Statement of Attainment (qualification/statement of attainment relates to studies completed prior to Dec 2009 and other than Bachelor of Design) |
| \$ | | Total amount due (not including surcharge or additional postage request) |

PAYMENT DETAILS (please indicate)

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|--|--|-----------------------------------|
| <input type="checkbox"/> Visa** <input type="checkbox"/> MasterCard** | Card number: | Expiry date: |
| | Cardholder name: | CCV: |
| | Cardholder signature | Date: |
| <input type="checkbox"/> Cheque/Money Order | Payable to: <i>Whitehouse Institute of Design, Australia</i> | <input type="checkbox"/> EFTPOS** |
| <input type="checkbox"/> Direct Debit | Account Name: Whitehouse Institute Pty Ltd | |
| | BSB: 012 071 | Account Number: 4918 50631 |
| | Transfer date: | Receipt No: Amount: |

IMPORTANT INFORMATION

- Request will only be processed upon receipt of payment, and provided no outstanding student fees including but not limited to: tuition fees, incidental, administration or library fees/fines
- 2% Credit card surcharge applies on all electronic transactions**
- Fees are inclusive of GST
- Standard surface postage with Australia Post within Australia is included*. Overseas postage/courier and Express Post is available at an additional cost, please contact Institute for details
- If not submitted request in person, all requests are to be accompanied by proof of identification (i.e. student card, drivers licence, passport) including postal/emailed requests.

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|--------------------|-------|
| Student Signature: | Date: |
|--------------------|-------|

OFFICE USE ONLY

| | | |
|---|---|-------|
| Received by: | ID verified <input type="checkbox"/> yes <input type="checkbox"/> no | Date: |
| Processed/Received by: | Additional fees**: \$ | Date: |
| <input type="checkbox"/> Collected Student Signature: | <input type="checkbox"/> Posted – attach proof if express post/overseas courier | |