

**REQUEST FOR ACADEMIC TRANSCRIPT OR REISSUE TESTAMUR QUALIFICATION**

**Student Details** *(all requests to be accompanied with proof of identification)*

Family Name:

Given Name (s):

Contact Phone No:

Email:

Preferred Delivery:  Pick up

Express Post (additional option – fees apply)

Mail (standard)\*

Overseas Courier (additional option – fees apply)

Address: (if posting)

Suburb:

State:

Postcode:

Country (only required if mailing outside of Australia):

**Course Details** *(separate application per course)*

Student No:

Campus:

Sydney

Melbourne

Vocational

Bachelor of Design

Master of Design

Course Title/Specialisation:

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.

\$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.

\$50 each

**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 complete)*

Visa\*\*

Card Number:

Expiry date:

Master Card\*\*

Cardholder Name:

CCV:

\*\*2% surcharge applies for credit card & EFTPOS

Cardholder Signature:

Date:

Direct Debit

Payee: **Whitehouse Institute Pty Ltd**

Bank: **Westpac Bank**

Please use student name as a reference & advise amount paid to assist with identification of payment

BSB: **032 024**

Account number: **183 653**

Date of DD:

Ref Details:

Amount: \$

EFTPOS\*\*

*(in person at the Sydney campus only)*

### 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 Whitehouse for details
- If not submitted request in person, all requests are to be accompanied by proof of identification (ie. Student card, drivers licence, passport) including postal/emailed requests.

### Declaration

I declare that the information provided is true and correct.

**Student Signature:**

**Date:**

### OFFICE USE ONLY

Received by: ID Verified:  Yes  No Date:

Processed/Received by: Additional Fees\*\*: \$ Date:

Collected – Signature:  Posted – attach proof express post/overseas courier