

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

☐ Brisbane

☐ 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

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

Payee: **Whitehouse Institute Pty Ltd**

Bank: **Westpac Bank**

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/Receipted by:

Additional Fees**: \$

Date:

☐ Collected – Signature:

☐ Posted – attach proof express post/overseas courier