

IMPORTANT INFORMATION

This form is to be used to request academic-record-related documentation from ACPE. Charges apply for this service (see below). All documents will be sent by postal mail – **personal collection from the College is not available**. You **MUST** attach a copy of photo-identification. (eg. driver's licence, passport, or ACPE student ID card). Please allow up to 5 working days from receipt of payment for the processing of your request.

STUDENT DETAILS

| | | | |
|---|--------|---------------------------------|--------------------------------|
| Student ID No. (if known) | Course | First year of enrolment at ACPE | Last year of enrolment at ACPE |
| | | | |
| Surname (If different surname when studying at ACPE, please indicate) | | Given Names | Date of Birth (dd/mm/yy) |
| | | | |
| Contact phone number | | Email address | |
| | | | |

DOCUMENT/S REQUESTED AND APPLICABLE CHARGES (please)

Academic Transcript (3 College-certified copies of transcript listing all years' results)

- \$20.00 Currently enrolled student - transcripts to be sent to an Australian address via Aust Post Express Post.
- \$40.00 Non-currently enrolled student - transcripts to be sent to an Australian address via Aust Post Express Post
- \$60.00 Non-currently enrolled student - transcripts to be sent to an overseas address via Aust Post Express Post International

Note: All ACPE financial debts must be paid before academic transcripts may be released

Course Unit Outlines (Source: ACPE accreditation documents or unit outline archives)

For unit outlines before 2000, please contact the Registry for availability and charges

Processing charges

- Unit outlines (2000 to current) \$ 5.00 per unit outline

Postage & handling charges (Note: Documents will be sent via regular mail or standard airmail only.)

- Australian address via regular mail..... \$ 10.00
- Overseas address via standard air mail..... \$ 15.00

No. of unit outlines required: Please specify unit codes & titles (eg GHS1301 Understanding Health)

Amount Due

| |
|------------------|
| Processing \$ |
|------------------|

| |
|---------------|
| Postage \$ |
|---------------|

| |
|-------------|
| TOTAL \$ |
|-------------|

DELIVERY INSTRUCTIONS.

I understand that transcripts can be sent only via postal mail. Please send my documents to my address below, or to the authority/university requiring direct mail from ACPE as specified below.

Name: _____

Postal Address: _____ Postcode _____

Student's Signature

Date

PAYMENT DETAILS

Payment Method: (Tick one) Cash (in person only) Credit card (in person only)

Direct bank deposit to BSB: 082 902 NAB Account Number: 566255467. Please write your name and "Transcript" in the reference for direct deposit, and attach a screenshot of the successful payment when you email this form.

SUBMISSION

- If paying in person, make the cash or credit card payment at ACPE's front desk. Show your photo-ID to the staff. The form will be emailed by Front Desk staff with confirmation of payment to ACPE registry for processing.
- If paying by direct deposit, email this form with the attachments of your photo-ID and the payment screenshot to registry@acpe.edu.au

You will receive an email notification from registry@acpe.edu.au when the request has been processed.

Office Use only: Amount Paid: _____ Date: _____ Staff initials: _____ Document mail-out reference, date & staff initials : _____