

Use this form to request your ACPE academic transcript and/or unit outlines. . Charges apply for this service (see below). Please allow **up to 5 working days** from the receipt of payment for the processing of your request. Past students' records may need to be retrieved from external storage. Delivery time of hard copy documents will depend on Australia Post.  
**Note: All ACPE financial debts must be paid before academic transcripts may be released.**

## STUDENT DETAILS

Student ID No. (if known)	Course	Years of enrolment (eg 1998-2000)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname ( <i>surname used when you studied at ACPE</i> )	Given Names	Date of Birth (dd/mm/yy)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact phone number	Personal Email address (not ACPE email address)	
<input type="text"/>	<input type="text"/>	

## A. REQUEST FOR ACADEMIC TRANSCRIPT. Please tick applicable request.

- \$25.00 Digital format via MyEquals. This is available only for students who enrolled from 2006 to the current year. For students enrolled prior to 2006, only hard copy format will be available.
- \$50.00 Hard copy format (2 copies) to an Australian address via Aust Post Express Post.
- \$70.00 Hard copy format (2 copies) to an international address via Aust Post International Express Post.

## Postal Address for Delivery of Transcript (for option 2 or 3 above)

Recipient Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Postcode \_\_\_\_\_ Country \_\_\_\_\_

## B. REQUEST FOR UNIT OUTLINES (available only for units offered from 2000 onwards and delivered via email to your personal email address).

No. of outlines requested:  A charge of \$5.00 per outline applies.  
 For each requested unit, specify the unit code, unit title, and year offered (eg. *GHS1301 Understanding Health 2020*)

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## PAYMENT INFORMATION

Amount Due for Transcript:  Amount Due for Outlines (No. of outlines x \$5.00) =

Payment method:  Cash (in person only)  Credit card (in person only)  
 Direct bank deposit to BSB: 082 902 NAB Account Number: 566255467. Please write your name in the reference, and attach a screenshot of the successful payment when you email this form.

## PHOTO-IDENTIFICATION PROVIDED

Attached with this form  Shown to ACPE front desk staff at time of submission. ACPE staff confirmation:

## SUBMISSION

- If paying in person, make the cash or credit card payment at ACPE's front desk. Show your photo-ID to the staff.
  - If paying by direct deposit, email this form with the attachments of your photo-ID and the payment screenshot to [registry@acpe.edu.au](mailto:registry@acpe.edu.au)
- You will receive an email notification from [registry@acpe.edu.au](mailto:registry@acpe.edu.au) when the request has been processed.**