

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 & postage cost is included
- \$40.00 Non-currently enrolled student - transcripts to be sent to an Australian address via Aust Post Express Post & postage cost is included
- \$60.00 Non-currently enrolled student - transcripts to be sent to an overseas address via Aust Post Express Post International & postage cost is included

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 : _____