



INTERIM TRANSCRIPT REQUEST FORM

STUDENT INFORMATION

Student ID: _____ Date of Birth: ____ / ____ / ____

Title: Mr Mrs Ms Miss Gender: Male Female

First name: _____ Last Name: _____

Contact number: _____ Email address: _____

Residential address: _____

Please be advised that all **payments must be made up to date** and your **assessment must be marked Competent** before your request can be processed.

Upon submission of your request **you must have a Unique Student Identifier (USI):**

USI: _____

If you do not have USI, please create one at the following website: <http://www.usi.gov.au/Students/Pages/default.aspx>

COURSE DETAILS

Course Code: _____ Course Name: _____

Course Code: _____ Course Name: _____

Course Code: _____ Course Name: _____

Course Code: _____ Course Name: _____

*If you are requesting for a re-issue of a certificate, please be advised there is a \$50 re-issuing fee.

CERTIFICATE COLLECTION

How would you like to receive your certificate? Please select ONE of the following options:

1. Collect in person at Queensford College
2. Receive via post*

*Please note that if you select the option, 'receive via post', we only provide regular postage: if your certificate is damaged or lost in the mail, we cannot take any responsibility for it and it will cost \$50 to re-print the certificate.

3. Receive via Express post*

*Express post fee is an additional \$10 which includes an Australia Post tracking number

Do you require a scanned copy in your email as well?

Yes No

Please allow up to 10 business days for your certificate to be printed. We will inform you when your certificate is ready.

If you require your certificate before 10 business days, please see the additional fees below:

\$50 - Same day issue (if available) \$20 - Next day issue (if available)

I declare that I have read and understood the terms and conditions as stated above.

Signature:

Date: ____ / ____ / ____

ADMINISTRATION USE ONLY

Result	Payment	Cover sheets	VP docs
--------	---------	--------------	---------

I have collected the above certificates(s).

Signature:

Date: ____ / ____ / ____

ADMINISTRATION USE ONLY

Delivery Method:

Student personally collected

Posted via mail

Friend collected on behalf of student

Email

Processed by:

Administration Staff Name: _____

Signature:

Date: ____ / ____ / ____