WHITEHOUSE INSTITUTE OF DESIGN, AUSTRALIA EST. 1988

# 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 | Payee: **Whitehouse Institute Pty Ltd** | | Bank: **Westpac Bank** |
| Please use student name as a reference & advise amount paid to assist with identification of payment | BSB: **032 024** | | Account number: **183 653** |
| | Date of DD: | Ref Details: | Amount: $ |
| ☐ EFTPOS** | *(in person at the Sydney campus only)* | | |

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## 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 | |