Academic Transcript Request Information

An Academic Transcript is an official record of your study at Campion College Australia. It is an important document. You will need to submit a copy of your transcript to other institutions when and if you apply to study at these institutions. When you apply for positions of employment or membership of professional bodies you will also need to supply them with a copy of the transcript.

The College provides results to students at the end of each semester in the form of an Academic Transcript for that semester. Graduates also receive three copies of their Academic Transcript at the Graduation Ceremony.

Original Academic Transcripts can be sent to you in the post. Alternatively you may collect them from the College. If you wish for a transcript to be faxed this will be a COPY only and will have COPY stamped on the transcript.

The Privacy Act requires that a signed request be made by the current or former student before releasing any confidential information. If someone other than the student is to pick up the transcript, then they must provide a written authorisation from the student. An Academic Transcript Request Form can be downloaded from the website for your use.

A separate form for each transcript request within a calendar year is required (except for multiple transcripts to the same location).

Payment options are: VISA / Mastercard / Cheque / Electronic Funds Transfer
Current students also have the option of having their Student Account debited.

Cost:
Current students: Initial transcript provided in a calendar year is free. Thereafter additional transcripts are: $25.00 (which includes postage).

Alumni and other students: $25.00 per transcript (which includes postage)

Correct Names, Addresses or Fax numbers to which we are authorised to send transcripts must be on the Transcript Request Form.

A minimum of three business days must be allowed for processing.

Please send the Academic Transcript Request Form to:
Campion College Australia, PO Box 3052, Toongabbie East 2146 NSW Australia. Alternatively it can be faxed to the College on +61 2 9631 5611
Academic Transcript Request

Personal Details: Student ID (if known): _______________________

Given Name/s: __________________ Surname: ______________________

Previous Name (if applicable): ______________________________________

Address: _______________________________________________________

D.O.B: _______ Phone (H): ___________________ (Mob)________________

Email: ___________________________________________________________

Current Enrolled Student  ☐ Yes  ☐ No

Number of transcripts requested: ________  Transcripts to be:  ☐ Picked up  ☐ Mailed  ☐ Fax ed

* For current enrolled students only the initial transcript in a calendar year is free. *Additional transcripts in a calendar year are $25 each (postage included) *For Alumni and other students cost is $25.00 each (postage included)

Mailing address for transcripts: ______________________________________

Fax no. for faxed transcripts: __________________ (the faxed transcript is a COPY only)

Would you like confirmation via email that your transcript has been sent:  ☐ Yes  ☐ No

* Transcripts are withheld if a debt is owed to the College.  * Please allow three business days to process.

Payment Method

VISA / Mastercard / Cheque / Student Account / Electronic Funds Transfer (please circle)

Please charge my student account for AUD$ ____________ (current enrolled students only)

I enclose a cheque for AUD$ __________ payable to Campion Institute Limited

Card Number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _

Card Holder Name: ___________________________ Expiry Date: __________________

Signature: __________________________

Electronic Funds transfer to:

Sydney Archdiocese Catholic Development Fund
BSB: 062-784  Account: 2790 5201
Account Name: Campion Institute Ltd
Reference: Your surname
(transcript will be sent once eft deposit has been processed)

Send your payment and this form to:

Student Administration Officer
Campion College Australia
PO Box 3052
Toongabbie East 2146 NSW
Australia

Student Signature       Date

Office Use Only
Processed: Date: ___________________ Signed: ___________________