

Academic Transcript Request Form



What is an academic transcript?

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.

Privacy and confidentiality

The Privacy and Personal Information Act 1998 (NSW) requires that a signed request be made by the current or former student requesting the transcript, before releasing any confidential information.

Requesting academic transcripts

In order to receive a copy of their transcript, students must submit an Academic Transcript Request form. Original Academic Transcripts can be sent to you by post. Alternatively, you may collect them from the College in person, with valid legal photo identification. If someone other than the student is to collect the transcript, then they must provide 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).

Requesting certified copies of academic transcripts

If you wish for a transcript to be faxed or emailed, this will be an unofficial COPY only and will have COPY stamped on the transcript.
It will not be considered a 'Certified' copy. Please see the College website for details relating to certified copies

Cost of academic transcripts

Current students:

- Initial transcript provided in a calendar year is free.
- Thereafter additional transcripts are: \$25.00 per additional transcript.

Alumni and other students:

- \$25.00 per transcript.
- Correct names, emails, addresses or fax numbers to which we are authorised to send transcripts must be on the Academic Transcript Request Form.
- Graduates will receive a copy of their final Academic Transcript during their Graduation Ceremony.

Postage fees

All transcripts which are to be posted to a nominated address will be sent by Australia Post, unless otherwise indicated. Please visit the Australia Post website at www.auspost.com.au for more information, including estimated delivery times. Transcripts mailed in domestic areas will generally be sent by Registered Post, free of charge. Other postage options are available, for which additional charges will apply, to cover postage.

Postage options available

- Registered Post (Domestic): Free
- Domestic Express Post: \$10.85
- International Express Post: \$36.75 to the USA - \$41.80 to the UK - \$30.90 to NZ

Payment options

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

Academic Transcript Request Form



Processing the academic transcript request

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

How to return the Academic Transcript Request Form:

By Post

By Email

Campion College Australia, PO Box 3052,
Toongabbie East NSW 2146 Australia

admissions@campion.edu.au

Personal and Enrolment Details

*Required information

*Full Name

*Address

Date of Birth

Student
Number

Phone(mobile)

Phone(home)

Email

Transcript Delivery Request

Number of transcripts
requested

Pick up/Delivery option
(please select one option
only)

☐ Collected in person

☐ Collected by Authorised Person:
(photo ID required)

Name of Authorised Person

☐ Domestic Registered (free)

Postal address for transcript to be sent (one address only):

Address

Suburb/City

State

Postcode

Would you like an UNOFFICIAL COPY of your transcript sent by email?

☐ No

☐ Yes

If Yes, please provide the email address

****Transcripts are withheld if a debt is owed to the College.**

*****Please allow at least three business days to process.**

Payment Method

☐ Initial Academic Transcript of Calendar Year
(current enrolled students only; first transcript per calendar year is free)

☐ Student Account: please charge my student account for AUD
(current enrolled students only)

☐ Cash payment
(Payments can be made to the Finance Offices on weekdays between 10.00am and 5.00pm)

☐ EFTPOS Payment
(Payments can be made at Reception on weekdays between 9.30am and 5.00pm)

<input type="checkbox"/>	Credit Card: Visa/Mastercard		
	Card number		
	Expiry Date		
	Card Holder's Name		
<input type="checkbox"/>	Direct Deposit (please inform Accounts Office of transfer details when made)		
	BSB:	062-784	
	Account Number:	100 007 668	
	Account Name:	Campion Institute Ltd	
	Reference	Your Surname	
<input type="checkbox"/>	Cheque	I enclose a cheque for AUD___payable to Campion Institute Limited	
Declaration and Authorisation			
In signing this form, I understand that the details provided are protected by the <i>Privacy and Personal Information Act 1998</i> (NSW) and will be used only for the purposes requested by this form.			
Full Name			
Student Signature:			Date

Office Use Only			
Accounts	Processed by: Name		
	Signature		Date
	Payment Method	<input type="checkbox"/> Free <input type="checkbox"/> Student Account <input type="checkbox"/> Cash <input type="checkbox"/> EFTPOS <input type="checkbox"/> Credit card <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Cheque	
Administration	Processed by: Name		
	Signature		Date
	Original	<input type="checkbox"/> Collected in person <input type="checkbox"/> Collected by Authorised person <input type="checkbox"/> Posted	
	Copy	<input type="checkbox"/> Emailed	