

Office use: Form checked, scanned, Navigate code (RFD1) entered by: SAS-MEMBER

Name: _____ Date: _____

Request received: By student in person

By email

REQUEST FOR DOCUMENTS

OUTCOME/REPLY : will be emailed or mailed within 10 working days from date of receipt of a complete request

Submit your request in person or by email: justask@ecc.edu.au

MY DETAILS

Student ID:		Date of Birth:	DD / MM / YYYY
Given Name(s):		Email Address:	
Family Name:		Telephone Number:	
I am a current student	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, some documents cannot be issued (see below) If no, special charges and fees apply (see below)	

DELIVERY INSTRUCTIONS

<input type="checkbox"/>	Electronic version to be sent to my email	No postage fees	Email Address:	
<input type="checkbox"/>	Collect paper print-out at ECC Welcome Centre	No postage fees	<input type="checkbox"/> Pick up from ECC Mt Lawley: building 10, 2 Bradford St, Mt Lawley	
			<input type="checkbox"/> Pick up from ECC Joondalup: 10 Injune Way, Joondalup	
<input type="checkbox"/>	Normal mail to an Australian address (Australia Post)	ECC will provide a quote	Your address:	
			(road) _____	
<input type="checkbox"/>	Registered mail outside Australia (Australia Post)	ECC will provide a quote	(post code/city) _____	
			(state/region) _____	
<input type="checkbox"/>	Express Air Freight (DHL)	ECC will provide a quote	(country) _____	
TOTAL DELIVERY FEES \$		\$		

MY REQUEST		STUDENTS NOT CURRENTLY STUDYING AT ECC	STUDENTS CURRENTLY STUDYING AT ECC
<input type="checkbox"/>	Letter of confirmation of enrolment	<input type="checkbox"/> \$20.00	<input type="checkbox"/> Free (\$0.00)
<input type="checkbox"/>	Confirmation of study break (Between study periods)	<input type="checkbox"/> \$20.00	
<input type="checkbox"/>	Confirmation of completion of studies (Student must have no outstanding fees)	<input type="checkbox"/> \$20.00	
<input type="checkbox"/>	Letter of support for family to visit Australia	<input type="checkbox"/> \$20.00	
<input type="checkbox"/>	Attendance certificate Study Period 1: _____ Study Period 2: _____ Study Period 3: _____	<input type="checkbox"/> \$5.00/each study period TOTAL = \$ _____	
<input type="checkbox"/>	Academic Transcript (record of all your enrolment, units, grades and marks)	<input type="checkbox"/> \$30.00	<input type="checkbox"/> Free (\$0.00) <i>ECC can only issue an "unofficial" copy, you are entitled to receive one free official print-out at graduation</i>
<input type="checkbox"/>	Testamur (ELICOS, Diploma or PQP Certificate) collected in person	<input type="checkbox"/> \$125.00	<input type="checkbox"/> Free (\$0.00) <i>You are entitled to receive one free official print-out at graduation (this document can ONLY be issued AFTER you successfully graduated)</i>
<input type="checkbox"/>	Testamur (ELICOS, Diploma or PQP Certificate) including domestic postage	<input type="checkbox"/> \$129.00	
<input type="checkbox"/>	Testamur (ELICOS, Diploma or PQP Certificate) including standard international postage	<input type="checkbox"/> \$150.00	
<input type="checkbox"/>	Unit outline (unit description) Unit: _____ Study period: _____ Unit: _____ Study period: _____ Unit: _____ Study period: _____ Unit: _____ Study period: _____	<input type="checkbox"/> \$5.00/each unit TOTAL = \$ _____	<input type="checkbox"/> Free (\$0.00) <i>Please download from the ECC Portal</i>
TOTAL DOCUMENT FEES \$		\$ _____	



Total delivery fees \$ _____ (if not included)	+	Total document fees \$ _____	=	TOTAL TO PAY \$ _____
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FINAL CHECKLIST

As soon as we receive this form, we will contact you with instructions on how to process payment.

Checklist, please ensure you have:

1. Signed
2. Dated
3. Checked the amount payable
4. Included your address and contact phone number

I further declare that all the information I have given in this form and all supporting documents I have provided are true and correct.	Signature:	<i>(No signature required if you send this application using your ECC student Gmail account)</i>
	Date:	DD / MM / YYYY