EDITH COWAN COLLEGE

Request for Documents Form

Student Details

Family Name:		Given Name:	
ECC student ID:		ECC Course:	
Email:		Mobile Number:	

Enrollment Status at ECC

☐ I am a current student at ECC	☐ I am **NOT** a current student at ECC

Document Request

Requested Document	Students currently studying at ECC	Students currently NOT studying at ECC
☐ Letter of confirmation of enrolment	Free of charge	$20.00
☐ Holiday Letter (Between study periods)	$20.00	Not Applicable
☐ Confirmation of completion of studies (Student must have no outstanding fees)	$20.00	$20.00
☐ Letter of support for family to visit Australia	Free of charge	$20.00
☐ Attendance certificate Required Study periods:	Free of charge	$5.00/each study period
☐ Academic Transcript	Free of charge: ECC can issue one unofficial copy to current students.	You are entitled to receive one free official print-out copy upon completion of your program. Any additional copies will incur a fee of $30.00 per copy.
☐ Testamur	You are entitled to receive one free official print-out copy upon successful completion of your program. Any additional copies will incur a fee of $125 per copy.	You are entitled to receive one free official print-out copy upon successful completion of your program. Any additional copies will incur a fee of $125 per copy.
☐ Unit outline (unit description) Unit 1:	Free of charge: Please download your copy from the ECC Portal.	$5.00/each unit

Delivery Instructions

	Delivery Method	Delivery Charges	Other Information
☐	Electronic version	No postage fees	Will be emailed to your above-mentioned email address (please crosscheck the provided email address)
☐	Collect hard copy (paper print-out)	No postage fees	In-person collection: Documents can be collected from the ECC Welcome Centre at ECC, 10 Injune Way, Joondalup WA 6027. Opening hours: 8.00am - 4.00pm (Monday to Friday). Please bring your student ID card when collecting your documents. If you would like to nominate another person to collect your documents on your behalf, please send a formal request to **justask@ecc.edu.au** and include the nominee's identification document number. The nominated person must present their identification document at the Welcome Centre when collecting the documents.
☐	DHL post inside Australia	ECC will provide a quote	Please enter the address to post: Unit and Building Number: Street Number and Name: City: State: Country: Post Code:
☐	DHL post outside Australia	ECC will provide a quote	

Your total cost will include the document fee and delivery charges. Please make the payment through Flywire only after receiving confirmation of the required amount from the Student and Academic Services team via **justask@ecc.edu.au.** When making the payment, please ensure you enter your student ID number as the payment reference. Once the payment has been completed, please email the payment confirmation to **justask@ecc.edu.au.**

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:**	(No signature required if you send this application using your ECC student Gmail account)		
	Date:	DD	MM	YYYY

Delivery Instructions

1	Student submitted the completed request on	
2	Total cost communicated to the student on	
3	Student made the payment on	
4	Document/s issued on	
5	Other comments	
6	SAS officer actioned	

WE'VE GOT U

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