

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: | |
| <input type="checkbox"/> | Registered mail outside Australia (Australia Post) | ECC will provide a quote | (road) _____ | |
| <input type="checkbox"/> | Express Air Freight (DHL) | ECC will provide a quote | (post code/city) _____ | |
| | | | (state/region) _____ | |
| | | | (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 | Free of charge |
| <input type="checkbox"/> | Holiday Letter (Between study periods) | <input type="checkbox"/> \$20.00 | \$20.00 |
| <input type="checkbox"/> | Confirmation of completion of studies (Student must have no outstanding fees) | <input type="checkbox"/> \$20.00 | N/A |
| <input type="checkbox"/> | Letter of support for family to visit Australia | <input type="checkbox"/> \$20.00 | Free of charge |
| <input type="checkbox"/> | Attendance certificate Study Period 1: _____ Study Period 2: _____ Study Period 3: _____ | <input type="checkbox"/> \$5.00/each study period TOTAL = \$ _____ | Free of charge |
| <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 \$ _____ |
|---|---|------------------------------|---|------------------------------|



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 |