

REQUEST FOR OFFICIAL ACADEMIC RECORD

This form is to request Official Academic Records which are a certified statement detailing student's academic record at the University of the Sunshine Coast.



1. PERSONAL INFORMATION

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USC student ID number

Family name:

First name:

Telephone number:

Email address:

2. REQUEST DETAILS

Tick applicable box:

- One Academic Record ----- \$15.00
- Additional Academic Record ----- \$ 5.00 (each)
- Postage within Australia ----- Free
- Express postage within Australia ----- \$ 5.60
- Postage to an international address ----- \$ 2.50
- Express postage to an international address -- \$18.50

One Academic Record	\$ 15.00
+ Additional record	\$
+ Postage	\$
<hr/>	
Total	\$

Note: All amounts are in Australian Dollars

3. COLLECTION (PLEASE TICK APPLICABLE BOX)

- COLLECT from Student Administration
- COLLECT by third party from Student Administration (Third party requires Photo ID to collect)

I give permission for (Name) to collect Academic Record(s) on my behalf.

Contact number: _____

- I would like my Official Academic Record posted to:

Name of company or institution (if required):

Street address:

Suburb:

State:

Postcode:

Country (if not Australia):

3. CREDIT CARD PAYMENT DETAIL

Credit Card type: Visa MasterCard

Card Number:

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Expiry: _____ / _____

3 Digit security code:
(on reverse of card)

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Academic record cost: \$

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Name of Cardholder: _____

Cardholder contact
telephone number: _____

4. AUTHORISATION

- By ticking this box, you agree that you are authorised to request this information from USC and that you will indemnify USC against any consequences if that is not the case.

PRIVACY STATEMENT

The information on this form is being collected for the express purpose of processing your payment and will not be disclosed to third parties. The University of the Sunshine Coast Privacy Policy is located at: <http://www.usc.edu.au/Privacy.htm>

ENQUIRIES

Student Administration

Telephone number: +61 7 5430 2890

Email: studentadministration@usc.edu.au

Office Opening Hours

Monday – Thursday: 8.30 am – 5.00 pm

Friday: 8.30 am – 4.30 pm

FURTHER INFORMATION

Please see the USC website for details, instructions and further information.

<http://www.usc.edu.au/students/current/Study/AcademicRecord/>

LODGEMENT

In person: Student Administration – Ground floor, Building C

Mail: Student Administration – ML23
University of the Sunshine Coast
Maroochydore DC QLD 4558

Note: Only Money order, Cheque or Credit Card payment are accepted via mail request.

Fax: +61 7 5430 2882

Note: Only Credit Card payment is accepted.

Email: studentadministration@usc.edu.au

Note: Only Credit Card payment is accepted.

STUDENT ADMINISTRATION OFFICE ONLY (Tick if Yes)

<input type="checkbox"/> 1 - Entered on tracking sheet	Initials:	Date:
<input type="checkbox"/> 2 – Service indicator with a negative impact (eg. LIB, LTM, OVE, BDB) Indicator type: _____	Initials:	Date:
<input type="checkbox"/> Student is contacted regarding service indicator		
<input type="checkbox"/> 3 – If the student is not the Credit Card holder, I have spoken to the card holder (if not DO NOT proceed with credit card payment)	Initials:	Date:
<input type="checkbox"/> 4 – Receipt issued / Receipt number:	Initials:	Date:
<input type="checkbox"/> 5 – Official Academic Record Printed	Initials:	Date:
<input type="checkbox"/> 6 – Entered on tracking sheet as completed	Initials:	Date:

DATE STAMP

Date received at Student Administration