

Academic Transcript Request Information

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*).

If you wish for a transcript to be faxed or emailed, this will be a COPY only and will have COPY stamped on the transcript.

Cost of 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 Transcript Request Form.
- Graduates will receive three copies 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, there will be an additional charge of: **\$7.20**
- International Express Post: **\$37.88**

Payment Options

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

Processing the *Academic Transcript Request*

A minimum of three business days must be allowed for processing. There is no guarantee that requests can be processed before three business days.

How to return the *Academic Transcript Request Form*:

Post to: Campion College Australia, PO Box 3052, Toongabbie East NSW 2146 Australia;
 Fax to: +61 2 9631 5611;
 Email to: info@campion.edu.au ; OR
 Deliver to: Reception at Campion College Australia.

8-14 Austin Woodbury Place, Old Toongabbie NSW 2146
 PO Box 3052, Toongabbie East NSW 2146 Australia
 Phone: +61 2 9896 9300 Fax: +61 2 9631 9200
 Email: info@campion.edu.au www.campion.edu.au
 CRICOS Provider 02738G ABN 41 096 681 140

Academic Transcript Request

Personal and Enrolment Details:

** Required information*

*Full Given Names: _____

*Full Previous Name: (if applicable) _____

*Address: _____

*D.O.B: _____ *Phone: (H) _____ (W) _____ (M) _____

*Email: _____ Student Number: (if known) _____

Transcript & Delivery Request:

*** Number of transcripts requested:** Qty:

*Delivery options (select ONE pickup or delivery option only): Other: _____

Collected in person Collected by Authorised Person (photo identification required): _____

Domestic Registered Post (free) Domestic Express Post (\$7.20) International Express Postage (\$37.88)

Postal address for transcript/s (one address only): _____

*Would you like an UNOFFICIAL COPY of your transcript sent by email or facsimile? (select ONE option only)

No Yes: email or fax to: _____

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

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

Payment Methods

Note: transcript will only be sent once payment is processed.

*Please select ONE of the payment options below:

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 Student Financial Officer on weekdays between 12-1:30pm local time)

Electronic Funds Transfer (please inform Accounts of transfer details when made)

Sydney Archdiocese Catholic Development Fund
 BSB: 062-784
 Account: 2790 5201
 Account Name: Campion Institute Ltd
 Reference: Your surname

Cheque: I enclose a cheque for AUD\$ _____ payable to **Campion Institute Limited**

Credit card: VISA / Mastercard

Card Number: _____ / _____ / _____ / _____ Expiry Date: _____

Card Holder Name: _____

Card Holder Signature: _____

Declaration and Authorisation

In signing this form, I understand that the details provided are protected by the Privacy and Personal Information Act 1998 (NSW), and will be used only for the purposes requested by this form.

*Signature	*Full Given Name	*Date
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OFFICE USE ONLY								
ACCOUNTS	Payment processed by:		Payment method			Date:		
			Free	S.Acct	Cash	EFT	Chq	Card
ADMINISTRATION	Processed by:	Processed date	Notification sent	ORIGINAL: Qty: <input style="width: 50px;" type="text"/>	COPY:			
				Collected	Posted	Fax	Email	Other