

Request for Documents Form

(No official documents will be issued unless all owing fees are fully paid)

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Date of birth:	
Student ID		
Please provide the full name that will display on the certificate (IN CAPITAL)		
Postal address:		
Home/Mobile No.:		
Email:		
<u>Document required (please tick 1 box only)</u>		
<u>If you are a current or continuing students:</u> <input type="checkbox"/> Interim transcript (1 copy, no charge) <input type="checkbox"/> Official Transcript and Testamur (1 copy, no charge) <input type="checkbox"/> Letter of completion (1 copy, no charge)	<u>If you are a former student:</u> <input type="checkbox"/> Official Transcript and Testamur (1 copy \$30) <input type="checkbox"/> Letter of completion (1 copy, no charge)	
Other documents (Please specify here):		
<u>Please select the method of collecting the document:</u>		
<input type="checkbox"/> I will personally collect the document at GBCA <input type="checkbox"/> Please post the certificate to my address in Australia above (postage charge of \$20) <input type="checkbox"/> Please post the certificate to my overseas address (Charge varies subject to regions): \$AU_____		
Student signature: _____	Date ordered: / /	
Total Amount		\$
Payment Methods		
<input type="checkbox"/> MasterCard/Visa <input type="checkbox"/> Cheque <input type="checkbox"/> Money order <input type="checkbox"/> EFTPOS <input type="checkbox"/> Cash		
Cardholder's name:		Expiry date: / /
Card Number:		
CCV:	Cardholder's signature:	

For office use only:

Admin staff check assessment records against Wisenet.

Admin staff name: _____ Signature: _____

Training manager check student file. Signature: _____ Date: ___/___/___

Finance manager confirm no outstanding fees. Signature: _____ Date: ___/___/___

Student declaration when collecting the testamur personally:

I have collected my qualification. (Please tick this clause when you collect the testamur personally at GBCA)

I have no further complaints against Global Business College of Australia now or in the future.

Student signature: _____ Date: ___/___/___