

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>		
Standard timeframe: within 30 days of a student's successful completion of a course/ date of request:		
<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)	
Urgent request: within 10 days of a student's successful completion of a course/ date of request:		
<u>If you are a current or continuing students:</u> <input type="checkbox"/> Interim transcript (1 copy, \$80) <input type="checkbox"/> Official Transcript and Testamur (1 copy, \$200) <input type="checkbox"/> Letter of completion (1 copy, \$200)	<u>If you are a former student:</u> <input type="checkbox"/> Official Transcript and Testamur (1 copy \$60) <input type="checkbox"/> Letter of completion (1 copy, \$60)	
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"/> Cash	
<input type="checkbox"/> Cheque		<input type="checkbox"/> EFTPOS	
<input type="checkbox"/> Money order			
Cardholder's name:		Expiry date:	/ /
Card Number:			
CCV:	Cardholder's signature:		

For office use only:

Admin staff check unit name/codes on the statement of result against Wisenet records.

Admin staff name: _____ Signature: _____

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: ___/___/___