REQUEST FOR OFFICIAL ACADEMIC RECORD

BOND UNIVERSITY
STUDENT ADMINISTRATION

Received Student Administration:

- ACADEMIC RECORDS ARE PRODUCED ON TUESDAYS AND THURSDAYS AND MUST BE LODGED BY 2PM THE PREVIOUS DAY
- NB: Academic Records will NOT be produced where fees are outstanding or Library materials overdue
- ACADEMIC RECORDS MAY TAKE LONGER TO PROCESS DURING BUSY PERIODS OF THE SEMESTER
- Graduating students cannot obtain transcripts in the 2 weeks before your graduation ceremony
- All Students: transcripts will not be available during the week immediately preceding the formal publication of examination results
- Transcripts WILL NOT BE SEALED INDIVIDUALLY UNLESS SPECIFIED
- Current students are eligible for one free academic transcript on request each calendar year
- 24 hour FAST TURNAROUND available for collection only at Student Administration. Lodge form and pay before 12 noon – collect 4pm or lodge after 12 noon – collect 10am following day

1. PERSONAL DETAILS

1							

STUDENT NUMBER

FIRST NAME _____ FAMILY NAME _____

DATE OF BIRTH (DD/MM/YY)

CURRENT PHONE NUMBER _____ EMAIL _____

DEGREE _____ GRADUATED / EXPECTED GRADUATION _____

ARE YOU A STUDY ABROAD STUDENT? (Past or Present – please tick) ☐ YES ☐ NO

2. REQUEST DETAILS

A. How many Original Academic Records do you require _ _ _ _ _ _ X $10.00 (AUD) each = $_ _ _ _ _ _ _ _ _ _
(There must be at least one original record in your request)

How many Certified Copies of the original do you require _ _ _ _ _ _ X $5.00 (AUD) each = $_ _ _ _ _ _ _ _ _ _

24 hour FAST TURNAROUND Original Academic Record _ _ _ _ _ X $25.00 Certified Copy_ _ _ _ X$25.00 = $_ _ _ _ _ _ _ _ _ _

*B. Please tick one of following boxes and provide details as appropriate:

☐ 1. You will collect the record(s) from Student Administration *(written authority & photo ID required if third person is to collect)*
☐ 2. You want the record(s) faxed/emailed to the following number *(Fees Apply):* .....
☐ 3. You want the record(s) posted to the following address *(Fees Apply): Courier requires Contact Person, Street Address & Phone Number*

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C. Postage charges STANDARD POST: Within Australia: $1.20 / International: $5.00 $_ _ _ _ _ _ _ _ _ _
Standard post cannot be tracked and can take up to 14 days for delivery

EXPRESS POST: Australian Express Post $7.00 - *only within Australia* $_ _ _ _ _ _ _ _ _ _

International Courier (DHL): $25.00 - *can be tracked and takes 3-5 days for delivery* $_ _ _ _ _ _ _ _ _ _

D. Email charges $5.00 . $_ _ _ _ _ _ _ _ _ _

E. Fax charges Australia $5.50 / International $11.10 $_ _ _ _ _ _ _ _ _ _

3. PAYMENT DETAILS

Information regarding payment options is available from the University website (http://www.bond.edu.au/study/fees/payment.html).

You have paid by the following method: ☐ In person at Cashiers ☐ Cheque by mail ☐ Direct debit, BPay or Verisign

Credit card details provided by phone/or below: ☐ Bankcard ☐ Mastercard ☐ Visa ☐ AMEX

Card No. ____ ____ ____ ____ / ____ ____ ____ ____ / ____ ____ ____ ____ / ____ ____ ____ ____

Expiry Date: ____ / _____ Cardholder Name: _ **TOTAL CHARGE** $ _ _ _ _ _ _ _ _

Bond University (BU) may collect personal information about you, including the information on this form. BU collects this information for the purpose of providing services to you and facilitating BU's internal business operations, including the fulfillment of any legal requirements. If the personal information you provide to BU is incomplete and / or inaccurate, BU may be unable to provide you within the services you are seeking. You may access the personal information BU holds about you in accordance with BU's privacy policy at www.bond.edu.au/privacy/index.htm

SIGNED: _ **DATE:** _ _ _ _ _ _ _ _ _ _ _ _ _ _

OFFICE USE ONLY

Sent to Cashiers _____ Produced by / Date sent _____ Account Charged ☐ Comment ☐ email sent ☐