BOND UNIVERSITY
STUDENT ADMINISTRATION

REQUEST FOR OFFICIAL ACADEMIC RECORD

Received Student Administration:

ACADEMIC RECORDS ARE PRODUCED ON TUESDAYS AND THURSDAYS ONLY AND MUST BE LODGED BY 2PM THE PREVIOUS DAY
ACADEMIC RECORDS MAY TAKE LONGER TO PROCESS DURING BUSY PERIODS OF THE SEMESTER
NB: Academic Records will NOT be produced where fees are outstanding or Library materials overdue.
Graduating students take note that you cannot obtain transcripts in the 2 weeks before your graduation ceremony (Monday of week 3 until after graduation) - no exceptions are allowed. Transcripts WILL NOT BE SEALED INDIVIDUALLY UNLESS SPECIFIED.

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** = $_ _ _ _ _ _ _ _ _ _

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

☐ **1. You will collect the record(s) from Student Administration**
☐ **2. You want the record(s) faxed to the following number** *(Fee's Apply)*: .....
☐ **3. You want the record(s) posted to the following address** *(Fee's 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 / Australian Registered Post: $5.00 $_ _ _ _ _ _ _ _ _ _

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

D. Fax charges **Australia $5.50 / International $10.10** $_ _ _ _ _ _ _ _ _ _

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 ☐