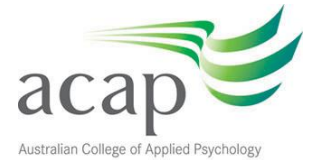


Application for Official Academic Transcript or VET Statement of Attainment



Australian College of Applied Psychology

**Please complete this form in capital letters using black ink. Mark appropriate boxes with a cross (X).
Please note requests can take up to 15 working days to process.**

1 – PERSONAL DETAILS

ACAP student ID	Date of birth
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Title	Current family name
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Given name(s)	
<input style="width: 100%;" type="text"/>	

2 – ADDRESS AND CONTACT DETAILS

Daytime contact phone number	Email address			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>			
Postal Address				
Unit No.	Street No.	Street Name		
Suburb			State	Post Code
Country				

3 – STUDY DETAILS

Name of Course	<input style="width: 80%;" type="text"/>
Are you a current student? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please indicate your status: <input type="checkbox"/> Deferred <input type="checkbox"/> Withdrawn <input type="checkbox"/> Graduated	

4 – PAYMENT DETAILS

The cost of having your Official Academic Transcript issued is \$25.00 per copy.
If you require more than one copy please multiply the number of copies you require by \$25.00.

Number of copies required:

Total cost: \$

Please indicate your payment method below:

Credit Card
 Cheque
 Bank Cheque
 Cash
 EFTPOS
 Direct Deposit
 Money Order

If paying by cheque, bank cheque or money order, please attach it securely to this form.
Credit Card and Direct Deposit details are on page 2 of this form.
Cash and EFTPOS payments will only be accepted if you lodge this form in person at Student Administration.
Do not attach cash to this form.

5 – DECLARATION AND SIGNATURE

I certify that the information provided on this form is true and correct.
I am aware that the Australian College of Applied Psychology Student Handbook is available online at www.acap.edu.au. By signing this form I acknowledge that I have read and understand the policies, procedures and terms set out in the Australian College of Applied Psychology Student Handbook and I agree to be bound and abide by the policies, procedures and terms set out in the Student Handbook, as amended from time to time.

Student Signature	Date	Date Received
<input checked="" type="checkbox"/> SIGN HERE	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Other than as authorised or required by law, the College will only use information collected via this form for the purposes for which it is being collected and in accordance with the College's functions and activities associated with your enrolment. Some specified information will be provided to third parties, such as DEST and other government and external agencies, where there are requirements on the College to do so. All information will be collected, stored, accessed, disseminated or destroyed in accordance with relevant privacy, records management, other laws and the College's policies.

