



Student Records Request Form

Family name Given name.....

Course name

Contact phone numbers

Please indicate the nature of your records request below

- View all records
- Transcript issue request
- Statement of attainment request
- Certificate issue request
- Certificate/Statement of Attainment/Transcript Reissuance. Please note that 100 points of ID are required for reissuance. Refer to this link for more information < <https://www.health.nsw.gov.au/art/Documents/100-point-id-check.pdf>>

Which course does your requested records related to?

- CHC33015 Certificate III in Individual Support
- CHC43015 Certificate IV in Ageing Support
- CHC52015 Diploma of Community Service
- BSB50420 Diploma of Leadership and Management
- BSB61015 Advanced Diploma of Leadership and Management

Explanatory notes (optional)

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Student signature..... Date

Note: please complete this form and send it to info@unitedcolleges.edu.au or in person. Relevant AQF certification documentation will be issued within 30 days.

Each graduate will receive 1 copy of AQF certification documentation (full qualification or statement of attainment) for free. Additional copy is subject to extra costs, which are shown below:

Academic Record	\$10
Certificate	\$50
Express Issue Certificate and Academic Record (3 working days)	\$120
To laminate any of the above documentation	\$10



Student Records Request Form Checklist

Official Use Only

Issuing AQF Certification

- Retrieve the student's records and review if the student:
 - Has completed any units of competency within the enrolled qualification
 - Has provided a verified USI
 - Has fully paid all tuition fees
- Check the Student Management System (Axcelerate) to determine if the student's records are up to date.
- Issue the AQF certification documentation (either full qualification or statement of attainment) from the Student Management System.
- Forward the printed AQF certification documentation to the CEO/PEO for a final check against all completed assessments.
- CEO/PEO is to sign the AQF certification documentation
- Notify the student to collect the certification.

AQF Certification Reissuance

- Require 100 points system of identification from the student.
- Check the student's records in the Student Management System
- Reissue the AQF certification documentation (either full qualification or statement of attainment) from the Student Management System
- Forward the printed AQF certification documentation to the CEO/PEO for a final check and approval
- Notify the student to collect the AQF certification documentation

Student receive certificate

Student Name: _____

Student Signature: _____

Date: _____