

ONCE COMPLETED, PLEASE LODGE THE COMPLETED FORM WITH THE UNIVERSITY OF BALLARAT via

mail to:

Attn: Transcript Administrator, Student Administration, Mt Helen
University of Ballarat
PO Box 663
Ballarat VIC 3353 Australia

or fax to: +61 3 5327 9704

or scan and email to: studentadmin@ballarat.edu.au

Declaration: I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the termination of my enrolment with the University of Ballarat.

I agree to release and indemnify the University of Ballarat and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.

I authorise the University of Ballarat to process my request and I, or the nominated person above, will either collect from Student Administration Mt Helen campus, or it is to be sent to me, or sent to the nominated person above. I understand that photo identification is required at time of collection.

Student
Signature

Date / /

Student Administration, Mt Helen (Office Use)

Transcript Printed by:

Date processed in mySC / /

Transcript charge posted YES

Date collected or mailed/faxed / /

Postage charge posted
(if applicable) YES

Original to be sent to Student Fees, Mt Helen Campus.

Finance (Office Use)

Student Fees Name

Amount

\$

Date Paid / /

Receipt Number

Original to be sent to Student Administration, Mt Helen Campus for filing.