

Office Use Only Date Received ____/____/____ Received by _____ _____	<h1>REQUEST FOR ACADEMIC TRANSCRIPT</h1>	
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Use this form to request an **academic transcript** from Christian Heritage College. A signed academic transcript is the only official record of students' results provided by CHC.

All students receive an academic transcript upon their graduation from a course of study. All other requests for an academic transcript attract a fee.

Please return the completed form to the CHC Reception, or post it to the following address:

**Reception, Christian Heritage College
PO Box 2246, Mansfield BC, QLD 4122**

The date of request is the date on which this form is received by CHC.

Please allow five working days for the preparation of the transcript.

NAME AND CONTACT DETAILS

Name:	Address:
Title (Dr/Mr/Mrs/Ms/Miss/etc):	Street:
Family Name:	Suburb:
Given Names:	State: Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Preferred Given Name:	Phone: Day <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Student Number:	Mobile <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Method of collection: <input type="checkbox"/> Collect from CHC Reception <input type="checkbox"/> Send to the address above	
Do you want this request to be deferred until your current semester's results are available?	
<input type="checkbox"/> Yes - What are the latest results you wish to be included on your transcript? Sem <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<input type="checkbox"/> No - Indicating 'No' means that the current semester's results will not be included on your transcript.	

Signature of Applicant: Date: / /

OFFICE USE ONLY	1. RECEPTION Initials Date / /	3. REGISTRAR Initials Date / /
	2. STUDENT ADMIN Initials Date / /	

[OFFICE USE ONLY ✕

The fee for the preparation of an official Christian Heritage College Transcript is AUD\$15.00. Payment must be made with this application.

Number of transcripts required: @ \$15 each = TOTAL \$

Please accept my cheque/money order for AUD\$ made payable to *Christian Heritage College* **OR**

Please debit my: Visa Mastercard - Card Number:

Name as it appears on the card:

Signature: Expiry Date: /