Raffles.
College of Design and Commerce
99 Mount Street North Sydney NSW 2060 Australia
T 61-2 9922 4278 | F 61-2 9922 7862 | www.raffles.edu.au

RELEASE OF TESTAMUR / ACADEMIC TRANSCRIPT (VET)

Student ID Number: _____ Completion date: _____

Given Name: _____ Family Name: _____

Please provide the following contact details so that we are able to contact you after you have graduated:

Address: _____

_____

Email: _____

Home phone: _____ Mobile: _____

Qualification:
- ❑ Advanced Diploma
- ❑ Diploma
- ❑ Certificate IV
- ❑ Certificate II

Stream:
- ❑ Multimedia
- ❑ Business Management
- ❑ Art & Design
- ❑ Other: _____

Requesting: ❑ Academic Transcript ❑ Testamur ❑ Certificate of Attainment

❑ **I will collect the above documents in person**

❑ **I authorise for the above documents to be posted to:**

Given Name: _____ Family Name: _____

Address: _____

_____

❑ **I authorise for the above documents to be picked up by:**

Name: _____ Relation to Graduand: _____

Signature of Authorised person: _____ Date: _____

I hereby declare that Raffles College of Design and Commerce will not be held responsible for documents lost in the post. I understand that I will be charged a fee to replace any lost documents.

Graduands Signature: _____ **Date:** _____

Office use only

Accounts Department

❑ Not approved Amount of fees owed: _____ Signature: _____ Date: _____

❑ Approved No fees owed: _____ Signature: _____ Date: _____

Registrar

❑ Not approved Library fines owed: _____ Signature: _____ Date: _____

❑ Approved Signature: _____ Date: _____

Student Services Manager

❑ Processed: Signature: _____ Date: _____

Testamur Issue No: _____