

REQUEST FOR REPLACEMENT TRANSCRIPT

Please refer to the information printed on page 2 before completing this form.

1. Student Details

Title	Student Number	
<input type="text"/>	<input type="text"/>	
First name	<input type="text"/>	
Surname or Family Name	<input type="text"/>	
Title of Award	<input type="text"/>	
Mailing Address	<input type="text"/>	
City / Suburb	State	Postcode
Country	<input type="text"/>	
Contact Telephone Number	<input type="text"/>	
Email	<input type="text"/>	

2. Reason for Request (select one ONLY)

- Original transcript has been lost and a statutory declaration is attached to this form.
- Original transcript has been damaged and the original transcript (or a statutory declaration) is attached to this form.
- Name change and the original transcript (or a statutory declaration) together with certified copies of proof of name change are attached to this form.

Name to be printed on Replacement Testamur (if applicable)

3. Payment Details (select one ONLY)

A charge of AU\$15 applies for a Replacement Testamur. Postage is additional. Cheque, money orders or credit card authority forms are to be attached to this form and forwarded via mail. Cheques/money orders should be made payable to 'SAE Institute Pty Ltd' and must be in Australian dollars and payable at a major Australian bank.

- Please mail my transcript within Australia (testamurs will be sent by registered mail) **AU \$ 30**
- Please mail my transcript outside of Australia (testamur will be sent by registered, overseas mail) **AU \$ 45**
- I will collect my transcript from my local campus **AU \$ 15**

4. Declaration

I agree that the information provided within this form is true and correct

Requester's signature

Date

 / /

Student Services Use Only

Amount \$	<input style="width: 100%;" type="text"/>	Receipt#	<input style="width: 100%;" type="text"/>
Date	<input style="width: 100%;" type="text"/>	Initials	<input style="width: 100%;" type="text"/>

Delivery Details

Date	<input style="width: 100%;" type="text"/>	Initials	<input style="width: 100%;" type="text"/>
Australia Post Tracking sticker			
<input style="width: 100%; height: 30px;" type="text"/>			

REQUEST FOR REPLACEMENT TRANSCRIPT

Definition

A "replacement transcript" is a replacement for an academic transcript issued by SAE Institute Pty Ltd trading as SAE QANTM Creative Media Institute.

Policy

1. A "replacement transcript" will be produced using the proforma current at the time of issue of replacement, and incorporate the current relevant signatory;
2. A "replacement transcript" will outline the original date of issue;
3. A "replacement transcript" will outline the original date, month and year of reproduction.

Terms

A "replacement transcript" will be issued under the following terms:

1. Where the original transcript has been damaged and is returned to SAE QANTM Creative Media Institute;
2. Where the original transcript has been lost;
3. Where a Change of Name has occurred, the original transcript together with certified copies of proof of name change documents, must be provided to SAE QANTM Creative Media Institute. (Accepted forms of proof of name change include certified copies of: birth certificate, marriage certificate, certificate of divorce, endorsed passport showing previous and current names or evidence of name change; change of name certificate. Note: SAE QANTM Creative Media Institute's Student Records System will be updated with the Name Change);
4. Where additional copies are required for evidence of achievement.

Charges

1. A "replacement transcript" will be issued free of charge where the original was damaged, defective or incorrect issued, and is returned to SAE QANTM Creative Media Institute within 8 weeks from the distribution date, and subject to outcomes of an internal investigation by SAE QANTM Creative Media Institute;
2. A "replacement transcript" will be issued free of charge where the original was lost in transmission;
3. A fee in accordance with SAE QANTM Creative Media Institute's Administration Fees will be charged in all other cases.



ANIMATION



AUDIO



DESIGN



FILM



GAMES



WEB & MOBILE