



## 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?

- BSB50420 Diploma of Leadership and Management
- BSB60420 Advanced Diploma of Leadership and Management
- BSB80120 Graduate Diploma of Management (Learning)
- ICT50220 Diploma of Information Technology
- ICT60220 Advanced Diploma of Information Technology

Explanatory notes (optional)

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Student signature..... Date .....

Note: please complete this form and send it to [info@aws.edu.au](mailto:info@aws.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