

Victory Institute of Vocational Education Pty. Ltd. T/A Victory Institute

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## REQUEST FOR ACADEMIC DOCUMENTATION ADMINISTRATIVE FEES AND CHARGES

| Interim Academic Transcript            | \$20 |
|--|------|
| Re-issuance of final documents         | \$50 |
| Re-issuance of statement of attainment | \$20 |
|  |      |

## STUDENT DETAILS

| First Name   |         | Date Of Birth   |  |  |
|--|---------|-----------------|--|--|
| Middle Name  |         | Passport Number |  |  |
| Last Name  |         | Visa Type       |  |  |
| Student ID   |         | E-mail          |  |  |
| Intake Date  |         | Contact Number  |  |  |
| Course Enrolled  |         |                 |  |  |
| Address  |         |                 |  |  |
| REQUESTED DOCUMENT/S Please tick the letter / document you requested.  Transcript Interim Final  Statement of Attainment  Confirmation of Enrolment  Attendance Letter  Completion Letter  Certificate             |         |                 |  |  |
| DECLARATION  |         |                 |  |  |
| I am aware that: Interim documents will take at least 1 week of processing time. Final Documents and Certificate will take at least 4 weeks of processing time. Administrative fees and charges may be applicable. |         |                 |  |  |
| Student's Signatur   | e Here. | Date:           |  |  |