

DATE: _____

STUDENT ID: _____

1. Present this completed form to ECC Welcome Centre and pay applicable fee.
2. Processing time is 2 working days. During busy periods it may take up to 3 working days to process requests.

FAMILY NAME: _____ OTHER NAMES: _____

DATE OF BIRTH: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

ADDRESS: _____ POST CODE: _____

ARE YOU A CURRENT ECC STUDENT? YES NO

LETTERS	FEE
<input type="checkbox"/> Confirmation of current enrolment at ECC. (Student must be a current ECC student and have no outstanding fees) <input type="checkbox"/> Confirmation of ECC study (Entire time at ECC) <input type="checkbox"/> Confirmation of upcoming ECC break <input type="checkbox"/> Confirmation of completion (Student must have no outstanding fees) <input type="checkbox"/> Request for family to visit Australia	Current Students: No charge Withdrawn/Past Students: \$20.00
CERTIFICATE / STATEMENTS <input type="checkbox"/> Statement of Academic Record. (ECC issues Statement of Academic Record free of charge for graduating students <u>only</u> . This is mailed to the current Perth address at the end of trimester) <input type="checkbox"/> Statement of Attainment (Certificate IV only) <input type="checkbox"/> Replacement Graduation Certificate. CERTIFICATE IV <input type="checkbox"/> DIPLOMA <input type="checkbox"/> ELICOS <input type="checkbox"/> <input type="checkbox"/> Replacement Graduation Pack. (Includes both Statement and Award. Student must have graduated a course and have no outstanding fees) <input type="checkbox"/> Attendance Certificate [Trimester/s _____]	\$20.00 \$20.00 \$20.00 each \$40.00 pack \$5.00 each
UNIT/COURSE OUTLINE Please note that unit outlines are available from ECC portal free of charge for current students. <input type="checkbox"/> Unit Outlines Unit Code _____ Unit Title _____ Trimester _____ Unit Code _____ Unit Title _____ Trimester _____ Unit Code _____ Unit Title _____ Trimester _____	\$5.00 each

INSTRUCTIONS FOR DELIVERY

Mail to the above postal address (Note: Additional charges apply if item is to be sent to an overseas address)

Emailed as attachment to e-mail address – for current ECC pathway students, documents will be sent to ECC student email

Collect from ECC Welcome Centre. Students will be advised when ready for collection via the above email address. Please note: Uncollected items will be mailed to above address at end of each month (Additional charges apply to overseas addresses)

STAFF ONLY

FEES COLLECTED STAFF MEMBER: _____ DATE: _____

DOC PROCESSED STAFF MEMBER: _____ DATE: _____