

APPLICATION FOR COLLEGIAN RECORD



METHODIST
LADIES'
COLLEGE

This form is for use by Collegians who wish to order an academic transcript, copy of a semester report, letter of enrolment or other student information.

If you require a copy of your	You need to contact
Year 12 Western Australian Certificate of Education (WACE)	School Curriculum and Standards Authority http://www.scsa.wa.edu.au
Australian Tertiary Admission Rank (ATAR) or Tertiary Entry Ranking (TER)	Tertiary Institutions Service Centre (TISC) www.tisc.edu.au

HOW TO APPLY

To apply you will need to

1. complete this application form,
2. provide proof of identity, and
3. pay the relevant fee.

Send your application to

Student Services
Methodist Ladies' College
PO Box 222
Claremont WA 6910

If the request is for university entrance please check what their delivery requirements are, as some universities need transcripts sealed and sent direct to them. Please also include this information in your application.

If you have a debt to MLC you will not be able to receive your transcript.

When will your document(s) be ready

The turnaround time for collection is 15 working days or maybe longer if your dates of attendance are prior to 2001.

Collection

If someone is to collect the document(s) on your behalf, you will be required to give that person a signed authorisation letter which states who is collecting the document(s) for you. The person will be required to present the signed authorisation letter and personal identification of their own (Australian driver's licence or passport) when collecting the document(s).

PROOF OF IDENTITY

You must provide proof of identity eg copy of your Australian driver's licence, birth certificate, passport. Your request will not be processed without this information.

PERSONAL DETAILS

Student ID _____ Date of Birth _____

Surname _____ Given name _____

Your full name at time of enrolment (if different from above) _____

Year level and dates of enrolment _____

Postal Address _____

Phone _____ Email _____

By supplying a current mailing address you are authorising MLC to update those details on its database.

COST

	No of copies	Cost
Converted Academic Transcript - a statement confirming subjects and results for Years 11 and 12 (no comments included)	\$25 per copy	\$
Semester Report - a copy of an academic report for a specific semester. Year _____ Semester _____	\$10 per semester	\$
Statement of Enrolment - a statement which confirms dates of enrolment	\$20 per letter	\$
Student letter - (as requested) please attached a letter explaining what is required	\$20 per letter	\$
Award Certificate - reprint	\$25	\$

POSTAGE

All charges must be paid before the documents can be issued.
There will be an additional charge if you wish the documents to be posted.
Please check charges at time of lodgement.

\$

Tick here if you require your transcripts to be sealed in individual envelopes

Total cost \$

PAYMENT METHOD

Cash - Visa / Mastercard *(Please circle)* *(Personal cheques are not accepted)*

Card number _____ Expiry Date ____ / ____

Name of cardholder _____

Signature _____ Total Cost _____

All credit card purchases attract a 1 per cent surcharge, which will be added to the total cost above.