

GRA102 RELEASE OF RESULTS/COURSE PROGRESSION DETAILS

PURPOSE OF THIS FORM

For students who are or were previously enrolled with Batchelor Institute in a specified course and wish to:

- Release results/course progression to a Third Party, or
- Release results/course progression to a Third Party when requested by the Third Party, and who;
- Have no encumbrances with Batchelor Institute

Results/Course Progression documents (AQF Certification Documents) may include:

Statement of Results, Academic Transcript, Statement of Attainment, VET National Qualification, Testamur

MANDATORY INFORMATION

For all students who are seeking to release results/course progression details from Batchelor Institute to a Third Party, the following mandatory information must be provided on this form.

Section 1	Section 2	Section 3	Section 4
Student number	Advise how you would like	Organisation	Signature of student
Surname	this information released	Contact Person	
Given names		Contact Number	
Date of Birth		Email or Postal Address	

Failure to provide this information will result in this form not being processed

FEES

Release of Results/Course Progression details have no fee charges. However, if a student has an encumbrance with Batchelor Institute, AQF documents cannot be released.

For more information about fees, please visit <https://www.batchelor.edu.au/students/fees/>

For more information about Student Encumbrances, please visit batchelor.edu.au/biite/wp-content/uploads/Student-Encumbrance-Policy.pdf

RETURN TO

Please return your completed form by email, fax or post to:

BATCHELOR INSTITUTE
Student Administration

Fax: (08) 8939 7334
Address: c/ PO Batchelor NT 0845
Email: studentprogression@batchelor.edu.au

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SECTION 1 - PERSONAL DETAILS

Year/s to be released	Given names
Student number	Preferred name <i>(not a nickname)</i>
Title <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Miss <input type="radio"/> Dr	Date of birth <i>(dd/mm/yyyy)</i>
Surname	Course code
Course title	
Email	

SECTION 2 - RELEASE DETAILS

I would like to:

- | | |
|--|---|
| <input type="radio"/> Release my results/course progression details for the specified period and course above only, once | <input type="radio"/> Release my results/course progression details for the specified period and course above only, when requested by the Third Party |
|--|---|

SECTION 3 - THIRD PARTY DETAILS

Contact details

Organisation	Contact person
Email	Contact number

Postal address

Number & Street <i>or PO Box</i>	State	Post Code
Suburb/Town	Country	

SECTION 4 - DECLARATION AND SIGNATURE - All students must sign to avoid delay in processing

I agree for my student results and/or course progression details to be forwarded to the third party listed above.

I also understand that if I have an encumbrance with Batchelor Institute, that no information or documentation will be provided to the Third Party.

Student _____ Date _____

Please note: Information will not be released without a student signature.