

This form must be completed when you have successfully satisfied all requirements of an Award Course.

Please complete the Student section below then forward this form to the campus where you completed your studies.

STUDENT TO COMPLETE

Student's Name: _____

Please state your LEGAL name in full. This will appear on your Parchment.

TAFE ID Number: _____ SATAC No: (If Applicable): _____

Date of Birth: _____ Contact Phone Number: _____

Postal Address 1: _____

Postal Address 2: _____

Suburb: _____ State: _____ Post Code: _____

Country: _____

Award Title: _____

Program Area of Study: _____

Have you completed this Award as part of a traineeship/apprenticeship: Yes No

Have you completed this Award through Open Learning/External Study: Yes No

What year did you complete this Award? _____

If you **DO NOT** want your name to appear in the graduation programme, tick this box:

How do you wish to receive your parchment? Please tick one of the options below:

(1) Present my Parchment at the Graduation Ceremony at _____ Campus

(As not all campuses/programs hold formal graduations, please check with TAFE staff regarding your specific program.)

(2) Post my Parchment to the above address. *(You will need to provide a registered mail **B4** envelope as Parchments will only be posted by registered mail.)* (Go to 4)

(3) Collect my Parchment from _____ Campus (Go to 4)
If you require any other person to collect your Parchment, you must provide written and signed permission for the person to collect.

Please note: Obtaining your Parchment prior to a Graduation Ceremony does not exclude you from attending a Graduation Ceremony.

(4) If you ticked (2) or (3) above, do you wish to attend a Graduation Ceremony to celebrate the successful completion of your Award? Yes No

(5) If **YES**, where would you like to graduate? _____ Campus

Date: _____ / _____ / _____

Student's Signature

Administration Use Only

Receiving Officer: _____ Date Received: _____

Forwarded To: _____ Date Forwarded: _____