



AUTHORISATION FORM

APPLICATION BY STUDENT FOR ACCESS TO ACADEMIC RECORDS FORM

The purpose of this form is for you to access your academic records from the CEAV Institute. If you are asking for your Statement of Attainment or Certificate to be re-issued, there is a fee of \$55.00.

- Access to academic records
- Reissue of Statement of Attainment
- Reissue of Certificate

Personal Details	
Surname/Family Name	
Given Names	
Postal Address	
State	Postcode
Telephone	
Mobile	
Email	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth	

Course Details	
Course	
Year of Study	



AUTHORISATION FORM

Student Declaration

I certify that all details provided on this authorisation form are correct.

My authorisation:

By signing this authorisation, I acknowledge that:

- The information I have provided is correct;
- I understand that I must provide photo ID at the time of collection to enable verification of my identity (for example passport, driver's licence);
- I understand if I have fees owing to the CEAV Institute I will not be able to gain access to my academic records until I have resolved my debt to the CEAV Institute.
- I will supply certified copies of my photo ID if I would like my records to be posted to me;
- CEAV Institute will not release the items unless it is satisfied that I have adequately identified myself;
- The CEAV Institute accepts no responsibility for collected items once they have been collected or posted.
- I attach payment if required.

Signature _____ Date _____

Office Use only

CEAV Institute

Training Manager to complete:

Application approved: Yes No

Signature _____ Date _____

Comments

Student Notified Date _____

The form is to be lodged either by post, email or fax to:

CEAV Institute Centre Manager, Unit 3 192 B Burwood Rd, Hawthorn VIC 3122

Ph: (03) 9810 6400. Fax: (03) 9815 2490 Email: trainingmanager@ceav institute.edu.au

Privacy Declaration: CEAV Institute seeks this information for the purposes of processing your application. This information will only be used by the CEAV Institute for the purposes for which it is intended. You have the right to access your records at any time by contacting the CEAV Institute on Ph 03 9810 6400 during business hours or downloading the appropriate form on www.CEAV Institute.edu.au

Complaints and Appeals: If at any stage during your application/ enrolment or course delivery/assessment you feel dissatisfied you have the right to complain or appeal any decision that you disagree with. All policies, procedures and forms for complains/appeals are available on www.CEAV institute.edu.au