

REQUEST FOR PARCHMENT AND/OR TRANSCRIPT FORM

PART A: Personal Details	
AIB Student ID:	
Please provide the name as you want it to appear on the Parchment/Transcript*	
<p>*If different from the name originally provided upon your enrolment please provide evidence (certified true copy of your ID, Marriage Certificate etc.). If no evidence is attached, AIB will use the name that appears in our records.</p>	
Family Name:	
Given Names:	
Title:	Date of Birth (dd/mm/yy):
Email Address:	Contact Number:

PART B: Course Details
Requested qualification:
<input type="checkbox"/> Graduate Certificate in Management (GCM) <input type="checkbox"/> Graduate Diploma in Management (GDM)
Which of the following applies to you? (tick one)
<input type="checkbox"/> I have partially completed my course and I would like to apply for a nested award (GCM / GDM). <input type="checkbox"/> I would like to exit the course.

PART C: Documents Requested			
To note: If you have completed the MBA or you wish to exit the course , please leave the 'Total' \$ field blank. Your parchment and transcript will be issued and posted free of charge.			
If you are requesting additional transcript(s) only – postage charges vary depending on your location.			
Documents	Cost	Quantity	Total
GCM Parchment (Certificate) (1 copy only)	AUD\$70		\$
GDM Parchment (Certificate) (1 copy only)	AUD\$70		\$
Academic Transcript (1 copy only)	AUD\$25		\$
Additional copy of Academic Transcript	AUD\$10		\$
Postage for Nested awards only (e.g. GCM, GDM)		Tick	
Within Australia	AUD\$20		\$
Outside of Australia	AUD\$40		\$
Pick up in person from AIB	n/a		\$
*TOTAL AUD\$			
*Please see PART F for payment methods			

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PART D: Collection/Postage	
<input type="checkbox"/>	I would like to personally collect my documents from AIB.
<input type="checkbox"/>	I authorise _____ to collect my documents from AIB.
<input type="checkbox"/>	Post my documents to the following address:

PART E: Payment Methods
For payment options please go to: http://www.aib.edu.au/student-resources/payment-choices/ Note: Payment Reference Number is your AIB student ID (if known) or your name.
Please indicate how the payment was made:
<input type="checkbox"/> Electronic Funds Transfer (EFT)
<input type="checkbox"/> Western Union
<input type="checkbox"/> Credit Card
<input type="checkbox"/> PayPal

PART F: Submitting your Request Form
Please email your completed form to studentcentral@aib.edu.au