

Awards Documents Proxy Collection Form

For Statement of Attainment and Testamurs issued prior to October 2023. Statement of Results and Official Academic Transcripts.

Please note: The 'save form' button is only active when the form is viewed in Adobe Acrobat software.

Student Details

Holmesglen Student ID Number:		
Last name:		
First name(s):		
Date of birth (dd-mm-yyyy):	Mobile number:	Telephone number:
Unit number/Street number/Street name:		
Suburb/town:	State:	Postcode:

Qualification Details

Please select:	Full Program (eg. Cert IV in Information Technology)	Unit/s (eg. First Aid, Food Safety)	Year completed:
Program title/unit description:			
Program title/unit description:			

Declaration

I hereby authorise Holmesglen Institute to release my Testamur or Statement of Attainment (detailed above) for collection by the person nominated below (Proxy) on my behalf.

Student name:	
Student signature:	Date (dd-mm-yyyy):

Proxy Details

Last name:	First name(s):
Organisation:	
Address:	Postcode:
Contact telephone number:	Email address:
Proxy signature:	Date (dd-mm-yyyy):

Please note: Holmesglen staff cannot be nominated as a Proxy

- Fill in this form to authorise another person to collect your Testamur or Statement of Attainment on your behalf. Your Testamur or Statement of Attainment is a legal document and Holmesglen Institute requires your written and signed authorisation for another person (a Proxy) to obtain this.
- Your Proxy should take the completed form to the Information Office, Chadstone campus for processing.
- Your Proxy must bring a proof of identity eg. Driver Licence for verification purposes.
- If you have a hold on your account, eg. outstanding balance, documentation will not be released until the hold has been removed.

OFFICE USE ONLY

Verification of Identity (tick box):	Sighting and verification of current Driver Licence or Passport	Date issued to Proxy (dd-mm-yyyy):
Name of Administrative Officer:		
Administrative Officer signature:	Date (dd-mm-yyyy):	