

## Award Mail Request Form

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

### Instructions for completion by student

1. Fill in this form to mail out Graduation Certificate.
2. Return completed form to Holmesglen by **Email:** awards@holmesglen.edu.au  
or **Regular mail:** Awards and Ceremonies, Holmesglen, PO Box 42 HOLMESGLEN VIC 3148
3. Allow at least 5 working days for processing.

### Student Details and Mailing Address

<b>First name(s):</b>		
<b>Last name:</b>		
<b>Holmesglen Student ID Number:</b>	<b>Contact telephone number:</b>	
<b>Unit number/Street number/Street name:</b>		
<b>Suburb:</b>	<b>State:</b>	<b>Postcode:</b>
<b>Country:</b>	<b>Date of birth (dd-mm-yyyy):</b>	

### Qualification Details

<b>Full title of course:</b> eg. Certificate IV in Information Technology	
<b>Course code (if known):</b>	<b>Year completed:</b>

### OFFICE USE ONLY

Administrative Officer/Student Records Authorisation

<b>Holmesglen Student ID Number:</b>	
<b>Name of Administrative Officer:</b>	
<b>Date (dd-mm-yyyy):</b>	<b>Date issued to student (dd-mm-yyyy):</b>

### Payment Details

Note: Free of charge within Australia (Registered mail)

\$30 Mailing out certificate(s) <b>Overseas</b> (Registered Mail <b>Not tracked</b> )	\$65 FedEx Courier certificate(s) <b>Overseas</b> (Item tracked)
Master Card    VISA	Card Number
<b>Name on card</b>	<b>Expiry date (mm-yy):</b>
<b>Card holder's signature:</b>	
<b>Contact telephone number:</b>	<b>Amount paid: \$</b>