

### Document Request/Access Form

Student Name	
USI (Unique Student Identifier)	
Student Identification (ID)	
Email Address	
Telephone Number	
Course Attended	

I have changed my name and wish to obtain a copy of (please tick) <b>*You MUST provide copies of evidence of name change eg. Marriage Certificate</b>	<input type="checkbox"/>	Certificate (re-issue)	\$50
	<input type="checkbox"/>	Academic Transcript (re-issue)	\$50
	<input type="checkbox"/>	Statement of Attainment	\$50
	<input type="checkbox"/>	Progress Letter	\$25
	<input type="checkbox"/>	ID Card Replacement	\$20
	<input type="checkbox"/>	Access to Personal File <b>(on campus ONLY)</b>	\$0

Reason for obtaining the document:

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**Submit a copy of your payment receipt along with this Document Request/Access Form to [admin@riseeducation.edu.au](mailto:admin@riseeducation.edu.au)**  
**Processing will take 7 days, upon receiving the receipt**

**Rise Education and Training**  
**BSB: 063014**  
**Account Number: 10496730**

<b>Student Signature</b>		<b>Date</b>	
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OFFICE USE ONLY: OUTLINE ACTION TAKEN AND OUTCOME			
Chief Executive Officer's Signature:		Date:	