



WELLPARK

College of Natural Therapies

REQUEST FOR OFFICIAL ACADEMIC RECORDS FORM

To apply for additional Academic Records, outside of the normal annual timeframe, submit the completed Request for Official Academic Records Form via email to Reception. The email must include a copy of photo identification verified by Wellpark College Reception or JP, student's full legal name, Wellpark College student ID, qualification completed, or dates of study. No verbal requests are accepted.

Please note: There is a \$50 administration and printing fee for a Certificate reprint and a \$25 administration and printing fee for an Official Transcript reprint, which must be paid before documentation is processed.

STUDENT NAME **WP STUDENT ID**

DATE:/...../.....

I have attached a valid photo ID or a photocopy signed by a Justice of the Peace: YES NO

I have attached proof of fee payment: YES NO

Information requested: Wellpark College qualification completed, or dates of study.

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Purpose for request in order for us to assist you to obtain the correct records:

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How would you like to receive the documentation - pick up from Reception or post?

If Reception, please advise the date you will come to reception

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If Post, please advise us of accurate and most recent address (Wellpark College cannot be responsible for the arrival or due date of arrival of any post.)

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ADMINISTRATOR NAME

ADMINISTRATOR SIGNATURE

DATE APPROVED/...../.....

DATE DOCUMENTATION SENT OR RETRIEVED/...../.....