ACADEMIC TRANSCRIPT APPLICATION

1. You are entitled to one free copy of your Academic Transcript per year while studying with Wintec.
2. A charge will apply for all subsequent requests as follows:

Additional transcript sent electronically or collected from Wintec	**$10.00**
Additional transcript sent by mail within New Zealand	**$15.00**
Additional transcript sent by mail internationally	**$20.00**

3. Please return completed form to the Student Enrolment & Information Centre by either (a) submitting electronically below; (b) posting to *Wintec, Private Bag 3036, Waikato Mail Centre, Hamilton* or (c) delivering to the Hamilton City Campus, A Block.
4. If payment is required, present this form to The Cashier, Block A, City Campus or complete the credit card details below.

Student ID Number

First Names

Last/Family Name

Date of Birth

Mailing Address:

Number/Street

Suburb

City

Post Code

Telephone

Mobile

Email

Please select: (Please allow 48 hours for processing)

☐ Please email ☐ Please post

☐ I will collect from the Student Enrolment and Information Centre

☐ Please charge my credit card *(Unfortunately we do not accept American Express or Diners Club cards.)*

Visa ☐ Mastercard ☐

Card Number

Amount

Expiry Date /

Name on Card

Card Holder's Signature

By typing the card holders name in this field, you authorise that the card holder has given permission for Wintec to deduct the above dollar amount from the above credit

Date

>> Email Completed Form

Office Use Only: Actioned by *Date*