



Diamond Valley Learning Centre TOID 3769
1 Diamond Creek Road, Greensborough, VIC 3088
P O Box 217, Greensborough VIC 3088
Telephone: (03) 9435 9060 Email: courses@dvlc.org.au
ABN 58 891 533 250

REQUEST FOR STUDENT RESULTS FORM

1. Please note that academic transcripts cannot be issued if a student has overdue fees.
2. Proof of identity is required when requesting or correcting personal information so that security and confidentiality can be maintained. Ask to see our Privacy Policy if you need further information.
3. DVLC will not issue results and transcripts to a third party without written consent from the student.

STUDENT DETAILS			
Family Name		Given Name	
USI		Contact Phone Number	
Course Name		Date Course Completed	

INFORMATION REQUESTED (please tick ✓)		
<input type="checkbox"/> Record of Results This is the full academic history of your course	<input type="checkbox"/> Qualification The certificate issued at the completion of your course	<input type="checkbox"/> Statement of Attainment Results of units you completed satisfactorily

DOCUMENT COLLECTION (please tick ✓)		
<input type="checkbox"/> I will collect my documents	Please collect your documents from the address at the top of the form	
<input type="checkbox"/> Please post my documents to :	Name:	
	Company Name (if applicable):	
	Address:	
	City/Town/Suburb:	
	State:	
	Post Code:	
<input type="checkbox"/> I authorise a third party to collect my documents	Country (if outside Australia):	
	Full Name of third party:	
	Printed Student Name:	
	Student Signature:	
	Date:	

OFFICE USE ONLY		
MANAGER / Coordinator Name		
Signature:	Date received:	Date contacted: