



THE UNIVERSITY OF  
**NEWCASTLE**  
AUSTRALIA

**FACULTY OF EDUCATION & ARTS**

**REQUEST FOR COPY OF DOCUMENTS**

**Fax completed form to FEDUA Projects Office x17942**

**Please allow 7 working days for processing.**

<b>STUDENT NAME:</b>		<b>STUDENT No:</b>
<b>Former Name if applicable:</b>		
<b>Degree Program</b>		
<b>I request a copy of:</b>		
<b>DOCUMENT:</b>	<b>COST</b>	
<input type="checkbox"/> Professional Experience 1 Report - \$20.00 per copy		
<input type="checkbox"/> Professional Experience 2 Report - \$20.00 per copy		
<input type="checkbox"/> Internship Report - \$20.00 per copy		
<input type="checkbox"/> Child Protection Certificate - \$20.00 per copy		
<input type="checkbox"/> Computer Competency Certificate - \$20.00 per copy		
<input type="checkbox"/> Recital, Examiners Report - \$20.00 per copy		
<input type="checkbox"/> Other - \$20.00 per copy		
	<b>TOTAL</b>	<b>\$</b>
All Documents will be mailed to the stated address:		
Mailing Address _____		
SUBURB _____ STATE _____ POSTCODE _____		

**Payment Options:**

**At the cashiers, Student Services Building, Callaghan campus OR via credit card in any Student Hub (current students only)**

**Off campus and previous students are to complete the attached Credit Card Charge Form**

***Payment must be made prior to the documents being requested.***

**Office Use Only**  
**Effective 20 April 2010**

**Staff ID and Date**

<i>Payment Processed</i>	
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