

Verification of Qualification Request Form

Student details

Program Name (eg. Bachelor of Business)

Student Number (SID) - Leave blank if unknown

Family Name

Given Name

Title (Mr, Miss, Mrs etc)

Date of Birth (dd/mm/yyyy)

Gender

Male

Female

Important Information - please read before proceeding

Purpose of this form

Use this form to request:

- Confirmation of program completion
- Verification of academic qualifications awarded by Bond University

Students must authorise all requests by completing Section 4 of this form.

There is a **charge of A\$20 per program**. Additional copies cost **A\$10**.

Please allow up to **five** working days for your request to be processed.

Online verification of qualifications

You can verify some qualifications at no charge via our Verification of Qualifications resource, found on the Bond University website. This online facility allows you to search our database for graduates with a matching surname, date of birth and given name (optional). A successful search will confirm the graduate's qualification and the date of conferral. No other information can be released without authorisation.

Records which are not available online

The University is unable to provide the free online service if the student has completed program requirements but an award has not yet been conferred. In these instances, verification can only be obtained by completing and lodging this form.

Circumstances where documents cannot be issued

Qualification Verification documents will not be supplied if:

- The student account contains sanctions. For a letter to be produced, sanctions must be cleared by the student.
- The identity of the student requesting the record cannot be clearly established.

Refunds

If you wish to cancel your request, all refunds incur an administration fee of \$A10. A full refund will only be granted if a Bond University error has occurred.

The verification letter is written for one specific Program* and includes:

- Language of Instruction
- Qualification Title
- Conferral Date (if applicable)
- Honours Level (if awarded)

*if you require a letter for an additional program an extra charge will apply.

1. Qualification(s) to be verified

Letter 1 - Qualification	Year Attained
Letter 2 - Qualification	Year Attained
Letter 3 - Qualification	Year Attained

*Only one program will be verified per letter.

2. Delivery or Collection of the letter(s) (please choose one only)

1. Collect from the Student Business Centre:
2. Email:
3. Mail:

*An additional charge will be included if the document is to be sent via DHL.

3. How to lodge your request

- lodge this form and payment at the Student Business Centre, or;
- scan and send via email to sbc@bond.edu.au

Your request must include credit card details before it can be processed - please provide these in Section 5. If you wish to pay via a different method, please contact the Student Business Centre to discuss your options.

4. Privacy and authorisation

Privacy principles do not apply to material which is maintained on a public register. Given that one of Bond University's primary functions is to confer higher education degrees and awards, Bond University maintains a register of its graduates (via the student information system). Information concerning a person's status as a graduate of the University is available to any member of the public upon formal request in writing. The request must be made to the Student Business Centre, who will confirm a graduate's name, the degree conferred, Honours level and the date of conferral.

No other personal information is regarded as being on the public register. The following authorisation is required from the student or potential graduand in all other instances, including when a graduate has qualified for an award but has not yet had it conferred.

TO BE COMPLETED BY THE STUDENT - I HEREBY AUTHORISE BOND UNIVERSITY TO DISCLOSE INFORMATION TO:

(Organisation/Agency Name/Contact Name) PERTAINING
TO THE ABOVE QUALIFICATIONS THAT I HAVE GRADUATED FROM, OR COMPLETED BUT AM YET TO BE CONFERRED WITH AT BOND
UNIVERSITY.

Name:

Signature:

Date:

5. Personal and Payment Details of Requester

ORGANISATION

CONTACT PERSON

CONTACT NUMBER

EMAIL ADDRESS

CREDIT CARD DETAILS

NAME ON CARD

CREDIT CARD NUMBER

EXPIRY DATE

CSC