

REQUEST FOR RECORDS

As part of TLC's registration requirements, we are required to allow students timely access to current and accurate records of their participation and progress.

TLC will meet these requirements by allowing students to complete the details below and submit to TLC at enquiries@tlc.training to request this information. Please complete this form if you wish to be sent an extract of your Record of Academic Progress, or if you wish to receive a Statement of Attainment (SOA) or re-issuing of your qualification. Please indicate which of these documents you wish to receive by ticking the appropriate box.

Once TLC have received this completed request, TLC will either email the extract of your Record of Academic Progress or mail out a Statement of Attainment (SOA) or re-issue of your qualification. This process will be completed in five (5) working days (please allow three (3) extra days for postage).

REQUEST FOR RECORDS FORM

DATE RECEIVED BY TLC

STUDENT DETAILS

Name			
Date of birth		Phone number	
Email			
Address			

QUALIFICATION DETAILS

Qualification name			
Qualification code			
Qualification start date (approx.)			

TRAINING THIRD PARTY DETAILS

Training Third Party name			
Trainer name			
Training location (suburb)			

RECORDS YOU WISH TO OBTAIN

Item	Tick if required	Cost
Extract of your Academic Record (sent via email)	<input type="checkbox"/>	Nil
Statement of Attainment (reprinted + posted)	<input type="checkbox"/>	\$50
Qualification Replacement (reprinted + posted)	<input type="checkbox"/>	\$50

STUDENT ACCEPTANCE

By signing below, I understand that I am agreeing that the information I have provided for requesting records for courses delivered by The Learning Collaborative is true and complete.

Student Name	Signature	Date Signed



the learning collaborative

RTO: 32350 | Your Partnering Solution in Education

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