

Award Mail Request Form

! Please note: The 'save form' button is only active when the form is viewed in Adobe Acrobat software.

Instructions for completion by student

- Fill in this form to mail out a Graduation Certificate, for awards issued prior to October 2023.
- Return completed form to Holmesglen by **Email:** awards@holmesglen.edu.au
or Regular mail: Awards and Ceremonies, Holmesglen, PO Box 42 HOLMESGLEN VIC 3148
- Allow at least 5 working days for processing.

Student Details and Mailing Address

First name(s):		
Last name:		
Holmesglen Student ID Number:	Contact telephone number:	
Unit number/Street number/Street name:		
Suburb:	State:	Postcode:
Country:	Date of birth (dd-mm-yyyy):	

Qualification Details

Full title of course: eg. Certificate IV in Information Technology	
Course code (if known):	Year completed:

OFFICE USE ONLY

Administrative Officer/Student Records Authorisation

Holmesglen Student ID Number:	
Name of Administrative Officer:	
Date (dd-mm-yyyy):	Date issued to student (dd-mm-yyyy):

Payment Details

Note: Free of charge within Australia (Registered mail)

\$30 Mailing out certificate(s) Overseas (Registered Mail Not tracked)	\$65 FedEx Courier certificate(s) Overseas (Item tracked)
Master Card VISA	Card Number
Name on card	Expiry date (mm-yy):
Card holder's signature:	
Contact telephone number:	Amount paid: \$