

# REQUEST FOR OFFICIAL DOCUMENTS APPLICATION



This application form can be used for the procurement of various official documents from LEA, including the replacement documents which have been provided in the past.

Some of the documents are provided free of cost, while the others have specific charges as provided in the LEA Fees and Charges available on LEA website.

LEA is committed to assessing and responding to all requests for replacement documentation within 20 days of receiving the application.

For further information please refer to the following policies and procedures available on LEA website:

- Degree Issuance and Replacement Policy and Procedures
- Data and Records Integrity Policy and Procedures
- Anti-Fraud and Corruption Policy and Procedures
- Student Code of Conduct
- Privacy Policy

## **Replacement of Academic Transcripts**

Students with any outstanding debt to LEA shall not receive any of the official documents related to the completion of a course from LEA unless:

- The student has either paid the debt in full or
- Come to an agreement with LEA regarding payment of the debt.

Students who have successfully completed one or more subjects within a course:

- Are entitled to receive, upon request, an interim academic transcript.
- The original transcript that students receive shall be issued free of charge.
- Replacement copies shall incur a fee (for more information please refer)

To prevent fraudulent activity, all replacement documentation shall:

- Clearly state "Replacement [documentation type] issued [date]"
- Have a new tracking number
- Be recorded in the LEA Register of Qualifications and stored as per the Data and Records Integrity Policy and Procedures. LEA Fees and Charges

## YOUR PERSONAL AND LEA COURSE DETAILS

Title:	Family Name:	Given Names:
Date of birth: <small>Click or tap to enter a date.</small>	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Address:	Suburb:	State:
Country:	Postcode:	
Student ID:	Contact Phone Number:	Email:
Course Code:	Course Name:	Course Coordinator: (If applicable)

***For those who have received qualification certification documentation in the past and require a replacement please fill additional information below.***

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Award title:	Year of Issuance of Original: Documentation	Tracking Number: (If available)
Proof of identity:	<input type="checkbox"/> original passport <input type="checkbox"/> proof of age card	<input type="checkbox"/> driver's license <input type="checkbox"/> birth certificate <input type="checkbox"/> Other (please specify):
Reason for the replacement:		
In case of Change of Name Required:	Family Name (New):	Given Names (new):

## DOCUMENTS REQUIRED

Please tick the documents that you require:

- Interim Academic Transcripts
- Confirmation of Enrolment Letter (1 copy for free)
- Replacement of Student ID card
- Letter of Completion (a statutory declaration stating that the documentation was lost, stolen, or destroyed)
- Graduation Statement (a statutory declaration stating that the documentation was lost, stolen, or destroyed)
- Australian Higher Education Graduation Statement (a statutory declaration stating that the documentation was lost, stolen, or destroyed)
- Replacement Testamur (a statutory declaration stating that the documentation was lost, stolen, or destroyed)
- Reinstatement
- Other (please specify)

## STUDENT DECLARATION

Please read the statement below and check the box in acknowledgement.

- I have read and understood: the Privacy Policy, Degree Issuance and Replacement Policy and Procedures, Data and Records Integrity Policy and Procedures, Anti-Fraud and Corruption Policy and Procedures, Student Code of Conduct, and LEA Fees and Charges.
- Attached proof of payment (if applicable)
- Attached documentation (if applicable name of the document)

For further information please refer to the LEA website [[www.leademo.lincolnitsoln.com](http://www.leademo.lincolnitsoln.com)] or contact the Student Experience Manager.

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## DOCUMENT PICK UP (SELECT ANY ONE OF THE FOLLOWING)

I will pick up the documents:

- Personally (or)
- An authorised person will pick these documents for me (must carry a letter of authority and a photo – ID and must present upon collections). Please enter the authorised representative's name below:

I would like the document to be posted

- Within Australia by registered post (postage charges apply refer to LEA Fee and Charges)
- International courier / registered post (postage charges apply refer to LEA Fee and Charges)

Online delivery

- I would like the documents to be emailed to me (only applicable for Interim Academic Transcripts and Confirmation of Enrolment Letter)

If you have any other comments, please specify below:

Please note: The applications will be processed only after the payments are received (if applicable).

## STUDENT DECLARATION

I declare that the information provided by me is true and complete.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Completed forms should be sent to:

Lincoln Education Australia  
144A Marsden Road  
Ermington - 2115  
NSW, AUSTRALIA  
**Email:** admissions@lea.edu.au

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For Office Use Only	
Date Received:	
Referred to:	Date Referred: