

AWARD DISTRIBUTION

NAME: _____ **VU STUDENT ID:** _____

ADDRESS: _____

SUBURB: _____ **POSTCODE:** _____ **COUNTRY:** _____

EMAIL: _____ (future information will be sent via email)

Please note that the Graduations database is a separate database to the Victoria University Student Information System. It is your responsibility to ensure your address is changed on both databases.

SELECT ONE OPTION

I will collect my certificate from the Student Service Centre (SSC) on the campus indicated below: No payment is required
Select ONE campus only

City Flinders

Footscray Park

St Albans

I will collect my certificate and transcript from my Offshore teaching institution; AABC, Liaoning University, China
(Write the name of the institution above, no payment is required)

Mail my award to me. Payment is enclosed. AUD\$20.00 – Domestic Postage (trackable within Australia)
 AUD\$25.00 – International Postage (standard airmail – not trackable)
 AUD\$65.00 – DHL International Courier outside of Australia (trackable)

STUDENT DECLARATION **All students must sign**

I declare that have read the Graduation Ceremony email carefully, and that all details are complete and correct.

Signature: _____

Date: _____

Office Use Only: BC PO MO CC Post:

PAYMENT DETAILS Office Use Only: CPH COPT

I enclose a cheque/money order/bankdraft made payable to Victoria University – this form must be printed and sent to the below address. Alternatively, provide credit card details below and tick appropriate box (PLEASE NOTE: We do not accept American Express or Diners Club cards)

VU STUDENT ID: _____ STUDENT NAME: _____

CREDIT CARD TYPE: MASTERCARD VISA

NAME OF CARDHOLDER: _____

CARDHOLDER CONTACT NUMBER: _____ AMOUNT: AUD\$ _____

SIGNATURE OF CARDHOLDER: _____ EXPIRY DATE : _____ / 20 _____

CREDIT CARD NUMBER: _____

**Note: we dispose/shred credit card number details immediately after the transaction has been approved.

SUBMITTING YOUR REGISTRATION

If paying by credit card this form can be emailed to askvu@vu.edu.au

If paying by cheque or bank draft; please make payable to Victoria University and mail to the following address.

Victoria University - Assessments and Completions
St Albans Campus
PO BOX 14428
Melbourne
VIC 8001
AUSTRALIA