



REQUEST FOR RECORDS

As part of Icon Training Academy’s registration requirements, we are required to allow students timely access to current and accurate records of their participation and progress.

Icon Training Academy will meet these requirements by allowing students to complete the details below and submit to Icon Training Academy at reception@icontraining.com.au 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 Icon Training Academy have received this completed request, Icon Training Academy 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 ICON TRAINING ACADEMY

STUDENT DETAILS

Name			
Date of birth		Phone number	
Email			
Address			

QUALIFICATION DETAILS

Qualification name	
Qualification code	
Qualification start date (approx.)	

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 Icon Training Academy is true and complete.

Student Name	Signature	Date Signed



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TRAINING ACADEMY · RTO: 32126



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