



BRADFORD
COLLEGE
The University of Adelaide



THE UNIVERSITY
OF ADELAIDE
AUSTRALIA

Issuance of Transcripts and Reports Policy and Procedure

Effective date	1 July 2007
Version number	1.0
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Status	Active

Purpose

This policy is to provide information on the issuing of transcripts and reports to students of Bradford College.

Version Control

Version Date	Version Number	Reference sections	Description of the change
21/06/2007	1.0	Not Applicable	New document introduced

Scope and Responsibilities

This policy is for the students of Bradford College. Students should ensure that they read and understand this policy.

General Academic English

One copy of each report will be provided to each student free of charge. Additional copies will be available on request at a cost of \$20 per five copies.

Foundation Studies

1. Reports—one copy of each report will be provided to each student to collect and one copy will be posted home to the student's parents or guardians free of charge. Additional copies will be available on request at a cost of \$10 for one copy.
2. Final transcripts—five original copies of the student's final transcript will be provided to each student free of charge. Additional copies will be available on request at a cost of \$20 per five copies.

Degree Transfer Bridging

One copy of the final transcript will be provided to each student free of charge. Additional copies will be available on request at a cost of \$20 per five copies.