

ATTENDANCE AND FINAL RESULTS RECALCULATION REQUEST FORM



UOW
COLLEGE

This is for students who wish to request a clerical check of their final results or attendance (please note that a processing fee applies and is payable prior to submission of request). The processing fee of \$22 (including GST) applies for each form submitted.

<i>Complete one form per subject per request</i>			
Personal Details			
Student Number:			
Title:			
Family Name			
First Name:			
Address:			
Email:@uowmail.edu.au Other.....		
Contact Phone:			
<i>Please advise our office as soon as possible if any of your contact details change.</i>			
I would like: Please select		Processing Fee for Clerical Check	
<input type="checkbox"/> A clerical check of final results		\$22 including GST	
<input type="checkbox"/> A clerical check of final attendance		\$22 including GST	
Please sign and date this form:			
Signature:		Date:	
<i>Please submit this form to UOW College Administration, Ground Floor, Building 30.</i>			

OFFICE USE ONLY			
Total Cost:	\$	Paid:	YES / NO
Attendance Recalculation Request – Clerical Comments:			
Original Attendance (%):			
Attendance Recalculation (%):			
Signature: (Manager – Administration)			
Date:			
Final Results Recalculation Request – Clerical Comments:			
Original Results:			
Results Recalculation (%):			
Signature: (Program Manager)			
Date:			