

TERTIARY INSTITUTIONS SERVICE CENTRE LTD

Level 1, 100 Royal Street
East Perth, Western Australia 6004
Telephone (08) 9318 8000
Facsimile (08) 9225 7050
<http://www.tisc.edu.au/>

APPLICATION FOR UNIVERSITIES ADMISSION ADVICE LETTER 2018

CUSTOMER SERVICE STATEMENT

Our goal is to provide records of results within four (4) working days of receiving a completed application form. TISC takes every effort to protect confidentiality of examination results. The Universities Admissions Advice Letter will be issued once results are available and will be mailed to the notification address that we have on record.

PLEASE NOTE: This request form is for currently enrolled WACE students. If you are not enrolled in WA year 12 WACE courses in 2018 please use the 'APPLICATION FOR RECORD OF RESULTS'.

STEPS TO COMPLETE YOUR APPLICATION

1. Please complete details clearly.
2. Payment or credit card details must accompany the form for processing to take place.
Cash is accepted in our office only; **do not send cash in the mail.**

Your TISC User ID/WACE Number
Your Full Name
Signature

Fee payable to issue:		Copies Ordered: _____
\$20.00 (for initial copy)		
\$10.00 (for each extra copy requested on this order)		
		Total cost: \$ ____ - 0 0

Please tick appropriate box:

- Cash (payable in office)
 Please find attached my Cheque/Money Order
 Creditcard - Please charge my creditcard as detailed below:

CREDIT CARD AUTHORITY

Mastercard Visacard with the amount of \$ ____ - 0 0

Cardholder's Name	
Card Number _____ - _____ - _____ - _____	Expiry Date ____ / ____
Cardholder's Signature	

Post this form with your remittance to: **Tertiary Institutions Service Centre**
Level 1, 100 Royal Street
EAST PERTH WA 6004
AUSTRALIA