



Villa College

•• APPLICATION FOR COMPLETION OF PROGRAM

Student ID Number:

1. PERSONAL DETAILS

Last Name: First Name: Middle Name: Date of Birth: Address:

Telephone: Fax: Email: Program:

Program being completed:

Foundation

Certificate

Diploma

Degree

2. CROSS CREDITS

Are any of your courses towards this program cross credited?

Yes

No

If yes, how many and which institution and what program?

How many?

Institution _____

Program _____

Note: You should have already applied for cross credits if your program includes academic work completed elsewhere. If you have already applied, you must lodge an application for cross credits with this form. This form will not be processed if you have not applied for cross credits.

3. CURRENT COURSES

List the courses in which you are registered to complete the above program.

4. GRADUATION / PRESENTATION CEREMONY

Please tick one of the following.

I will not attend the graduation / presentation ceremony, I request that the certificate for my qualification is sent to me after the graduation / ceremony at the address above.

I request to be awarded my certificate for my qualification in graduation / presentation ceremony and confirm that I will attend the ceremony.