



**If you had a debt and did not receive your results...**

When you have paid your debt you will be able to have an original copy of your Memorandum of Grades (MOG) for the relevant semester or, if you have graduated, your original Testamur and Academic Record. 48 hour turn around applies.

**If your original records have been lost or destroyed the following fees for reprints apply.....**

Academic Record \$15.00

MOG \$15.00

Testamur \$100.00

This is a request for:

ACADEMIC RECORD  (48 hours turn around)

MOG  (48 hours turn around)

TESTAMUR  (4 weeks turn around)

(Please note: a request for a testamur reprint must be accompanied either by the original or by a Statutory Declaration form stating what happened to the original testamur)

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Debt Check

Receipt number: \_\_\_\_\_

NAME: \_\_\_\_\_

D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_ STUDENT # \_\_\_\_\_

Course Code: \_\_\_\_\_ Course Name: \_\_\_\_\_

I will collect the MOG / Academic Record / Testamur

Please send the MOG / Academic Record / Testamur

ADDRESS FOR SENDING ACADEMIC RECORD, MOG OR TESTAMUR

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**ACTION TAKEN**

Date Printed: \_\_\_\_/\_\_\_\_/\_\_\_\_

By: \_\_\_\_\_

Lodged at front counter

Sent by Post

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

For queries please contact Student Administration

Phone: Free call - 1800 061 963 Direct - (08) 8946 6252

Fax: (08) 8946 6642

Email: [student.admin@ntu.edu.au](mailto:student.admin@ntu.edu.au)

## Methods of Payment:



In person to the Cashier - located on the Ground Floor, Building 29, Casuarina Campus or the Administration Building at Palmerston Campus. EFTPOS facilities are available.



By telephone via Master Card, Bank Card or Visa Card. Please quote details of your Credit Card (Credit Card No, Name of Credit Card holder and expiry date). Cashiers can be contacted by telephone on (08) 8946 7191 or (08) 8946 7192, by fax on (08) 8946 6642 or by email [cashiers@ntu.edu.au](mailto:cashiers@ntu.edu.au)



By Mail – cheques/money orders should be made payable to 'Northern Territory University', and mailed to:

The Cashier  
Charles Darwin University  
Ellengowan Drive  
NAKARA NT 0810

**You should include your name, address and student number on the back of the cheque together with a contact Telephone No for business hours.**