

REQUEST FOR HARDCOPY DOCUMENTS

Post or fax all correspondence to: Student Administration (Hackett Hall) M356
 The University of Western Australia
 35 Stirling Highway
 Crawley WA 6009
 Tel: +61 8 6488 2468
 Fax: +61 8 6488 1083
 Email: srsonline@admin.uwa.edu.au

Personal Details

Student ID Number

Surname or Family Name _____

Given or Other Names (in Full) _____

Electronic Documents

In an effort to provide more effective and efficient service to students the University has been moving away from hardcopy documents and introducing electronic forms of documentation wherever possible.

All students currently enrolled at the University are automatically assigned a web-based email address through University Communications Services on the student e-mail system and this address is used for official correspondence unless you advise us that this is not acceptable.

If you do not have access to a networked computer or for some other reason cannot access electronic documents, please advise us of the types of documents which you must receive in hard copy. **It is your responsibility to advise Student Administration that you cannot communicate electronically.**

Declaration

I request that the University communicates with me until further notice in hard copy form for the following types of documentation: **(tick one box only)**

All official documents
 (Enrolment & re-enrolment, advice of results, Statement of Account and Commonwealth Advice Notice from Student Administration)

All communications
 (Official documents plus learning materials & other documents from Schools, Faculties, Library, Guild etc)

Reasons for requesting hardcopy documents

Signature: _____ Date: ____ / ____ / ____

If you no longer require hard copy documents, or you want to change your preference, please contact Student Administration.