



University of Education
www.education.edu.au

1300 123 456
PO Box 1
Sydney
NSW 2000

15 January 2017

Dear AIBS,

Please accept this letter as confirmation that Sally Smith is currently enrolled in EDU123-2017 Diploma of Building Surveying at the University of Education. If you require any further details or wish to discuss Ms Smith's enrolment, please don't hesitate to call the University.

Kind regards,

Robert Brown
Course Coordinator
University of Education



Record of Study

This is not an official transcript

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Program Summary

Current Programs

Program Code EDU123-2017

Program Name Diploma of Building Surveying

Status Active in program

Year	Program	Course Code	Course Description	Units	Grade
2017	EDU123-2017	BUIL 1234	Advanced Contract Administration	4.5	*****
2017	EDU123-2017	BUIL 5678	Construction Science	4.5	*****

Year	Program	Course Code	Course Description	Units	Grade
2016	EDU123-2017	BUIL 9101	Contract Administration	4.5	Credit
2016	EDU123-2017	BUIL 1121	Introduction to Building Surveying	4.5	Distinction

End of Academic Record



Tax Invoice

University of Education
ABN: 12 345 678 910
PO Box 1, Sydney, NSW 2000

Invoice #: 1234
Date: 12/10/2016
Course ID: EDU123-2017
Course Name: Diploma of Building Surveying

Bill to: Sally Smith
15 Bridge Street
Pymble
NSW 2073

Date	Type	Description	Amount (incl. GST)	GST
12/10/2016	Expense - billable	Enrolment to course EDU123-2017 Diploma of Building Surveying (Semester 1). Start 10/1/2017	\$1500.00	\$136.36
12/10/2016	Payment - online	Payment for course EDU123-2017 Diploma of Building Surveying (Semester 1). Start 10/1/2017	-\$1500.00	\$136.36

Outstanding amount (incl. GST) \$0.00

GST \$0.00

Terms: Net 30 days
Payment options: Credit card or cheque
Please make cheques payable to University of Education